

**CITY OF MOUNDS VIEW
CITY COUNCIL MEETING AGENDA
MOUNDS VIEW CITY HALL
Monday, January 8, 2024
6:00 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Lindstrom, Cermak, Gunn, Meehlhause

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

- A. Approval of Minutes: December 26, 2023 and January 2, 2024 (special)
- B. Just and Correct Claims
- C. Resolution 9854, Approving a Cost of Living Adjustment, Insurance Contribution, and Insurance Opt-out Payment amounts for 2024
- D. Resolution 9852, Authorizing Revisions to Section 2.07 Part C, Insurance Benefits Enrollment, of the Personnel Manual
- E. Resolution 9853, Amend Resolution 9613 To Remove Part Time Job Titles and Replace with Regular Part-Time Employees Working 20 Hours Per Week
- F. Resolution 9858 Accepting Miscellaneous Donations for 2023
- G. Resolution 9851, Approving the Hire of Joe Keding to Public Works Maintenance Worker – Utilities Position
- H. Resolution 9857, Approving Wage Adjustment for Mechanic Back Pay
- I. Resolution 9861, Authorize Ongoing Recruitment of 2024 Parks and Recreation Part Time Positions

6. SPECIAL ORDER OF BUSINESS

- A. Ralph Reeder Food Shelf – Donation/Presentation

7. PUBLIC COMMENT

Citizens may speak to issues not on tonight's agenda. Before speaking, please give your full name and address for the minutes. Also, please limit your comments to three minutes.

8. COUNCIL BUSINESS

- A. **PUBLIC HEARING:** Resolution 9855, Approving an Off-Sale Intoxicating Liquor License for KM Rassel Zahid, Rassel Wine & Spirits, Inc. DBA Merwin Liquors, 2577 Mounds View Blvd.
(1) Resolution 9856, Approving a Cigarette/Tobacco License for Rassel Zahid, Rassel Wine & Spirits, Inc. DBA Merwin Liquors, 2577 Mounds View Blvd.
- B. Consideration of Planning Commission Chair
- C. Resolution 9859, Creation of Organized Trash
- D. Resolution 9860, Approving Change Order for installing electric filters on with ABB VFDs part of the Main Water Treatment Plant Rehabilitation Project
- E. Resolution 9862, Water Treatment Plant II

9. REPORTS

- A. Reports of Mayor and Council
- B. Reports of Staff
- C. Reports of City Attorney

- 10. NEXT COUNCIL WORK SESSION: Monday, February 5, 2024 at 6:00 pm**
NEXT COUNCIL MEETING: Monday, January 22, 2024 at 6:00 pm

11. ADJOURNMENT

**PROCEEDINGS OF THE MOUNDS VIEW CITY COUNCIL
CITY OF MOUNDS VIEW
RAMSEY COUNTY, MINNESOTA**

**Regular Meeting
December 11, 2023
Mounds View City Hall
2401 Mounds View Boulevard, Mounds View, MN 55112
6:00 P.M.**

1. MEETING IS CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: Cermak, Gunn, Lindstrom, and Meehlhause

NOT PRESENT: None.

4. APPROVAL OF AGENDA

A. Monday, December 11, 2023, City Council Agenda.

City Administrator Zikmund reported the Council had amended language for Item 8I.

MOTION/SECOND: Meehlhause/Cermak. To Approve the Monday, December 11, 2023, agenda as revised.

Ayes – 4

Nays – 0

Motion carried.

5. CONSENT AGENDA

A. Approval of Minutes: November 27, 2023 and December 4, 2023 TNT

B. Just and Correct Claims.

C. Resolution 9836, Approving the Recording Secretary Service Agreement with Minute Maker Secretarial

D. Resolution 9835 Approving a Lease Agreement Renewal with Dippin Chocolate, LLC, for Use of Kitchen Space in the Mounds View Community Center

E. Resolution 9847, Amend Resolution 9813 To Remove Stormwater Assistant and Add Custodian

F. Resolution 9848, Approve Earned Sick and Safe Time (ESST) Policy

G. Resolution 9845, Authorizing Revisions to Section 2.01 (Compensation Plan); Section 2.04 (Sick Leave); and Section 2.11 (Retirement Health Savings Plan) of the Personnel Manual

H. Resolution 9842, Approving the Hire of Leon Wanna to Custodian

MOTION/SECOND: Gunn/Meehlhause. To Approve the Consent Agenda as presented.

Ayes – 4

Nays – 0

Motion carried.

6. SPECIAL ORDER OF BUSINESS

None.

7. PUBLIC COMMENT

Vince Meyer, 8380 Spring Lake Road, asked the City Council to do an investigation on the \$17,000 for the wrong wires that were installed on the trail. He questioned where the money came from to fix this problem. He asked who was responsible for this error and inquired why the blueprints were not followed. He commented on the high and low spots along Spring Lake Road stating this workmanship was not acceptable. He reported the patch that was put on the road was only one inch deep and this should be corrected. He described how there were wires hanging down along the trail and asked that the City address this safety concern.

Brian Amundsen, 3048 Woodale Drive, commented on the approved sick and safe time policy. He understood the City opted for the 80 hour option. He asked if the new policy language would impact the pay for part-time employees. He requested staff get back to him on how this new policy would impact the budget.

City Administrator Zikmund reported he would be in touch with Mr. Amundsen.

Valerie Amundsen, 3048 Woodale Drive, questioned if the City's request for information policy has changed. She noted she requested information regarding how much the City had spent on the Community Center exploration and she has not received a response from staff. She inquired what items required a data request and which do not. She questioned if the City had a formal policy in place.

City Administrator Zikmund explained the City's policy has not changed. He reported all requests have to be submitted on the data request form.

Tony Preciado, 8217 Long Lake Road, commented he was interested in purchasing the lot behind his home. He indicated this property was currently owned by the City of Mounds View.

City Administrator Zikmund stated the City will make a note of this and reported the City Council has had no discussion on selling this property.

8. COUNCIL BUSINESS

A. Resolution 9846, Accepting Mounds View Square concept plan's findings and recommendations.

Assistant City Administrator Beeman requested the Council accept the Mounds View Square concept plan's findings and recommendations. He reported in September the Council contracted with HKGi to do a market study and concepts for the Mounds View Square redevelopment area,

1 which also included the Sunrise Methodist Church property. He explained a market study was
2 completed and the findings were reported to the Council in September of 2023. He stated in
3 October there was an open house held where three different concepts were presented to the public.
4 He explained in November the comments from the public were compiled and HKGi discussed
5 these findings. He provided further information on the two preferred concept plans and requested
6 the Council accept the findings and recommendations.

7
8 Brian Hargess, Landscape Architect for HKGi, introduced himself to the Council and discussed
9 the two preferred concept plans for the Mounds View Square redevelopment area. He explained
10 this document describes the process that was followed and includes information from the public
11 that was gathered along the way. He indicated the preferred concept had a focus to include
12 pedestrian friendly amenities, as well as an entertainment component. He provided further
13 information on the two preferred concepts and asked for comments or questions from the Council.
14

15 Mayor Lindstrom thanked Mr. Hargess for bringing back the comments that were received from
16 the public. He explained he liked the idea of the second concept versus the first concept. He stated
17 he liked the idea of mixed use, keeping more businesses as well as the townhomes on County Road
18 I.

19
20 Council Member Meehlhause asked if the second component included a daycare. Mr. Hargess
21 stated this component could remain in place.
22

23 Council Member Gunn explained she supported the second concept as well.
24

25 Vince Meyer, 8380 Spring Lake Road, asked if the church was planning to sell their property. He
26 questioned how the City could make plans for this property when this property was now owned
27 by the City. City Administrator Zikmund explained the City had a letter from the church stating
28 they would participate in the study and were willing to sell the property.
29

30 MOTION/SECOND: Meehlhause/Cermak. To Waive the Reading and Adopt Resolution 9846,
31 Accepting Mounds View Square concept plan's findings and recommendations.
32

33 Mayor Lindstrom thanked staff and Mr. Hargess for all of their efforts on this project.
34

35 Ayes – 4

Nays – 0

Motion carried.

36
37 **B. Resolution 9837, Approving the 2024 City Council Meeting Dates.**
38

39 City Administrator Zikmund requested the Council approve the City Council calendar for meeting
40 dates for 2024. He explained the Council typically holds a budget retreat on the third Monday in
41 May, which would have to be added to the meeting calendar. In addition, a community park and
42 rec meeting was proposed for January 15. The Council supported these meetings dates.
43

44 MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 9837,
45 Approving the 2024 City Council Meeting Dates as discussed.
46

Ayes – 4

Nays – 0

Motion carried.

C. Resolution 9838, Approving the Renewal of Mounds View Business Licenses (Non-Liquor).

City Administrator Zikmund requested the Council approve the renewal of the Mounds View Business Licenses (Non-Liquor). He explained all of the businesses have met City requirements and staff recommends approval.

Council Member Meehlhause asked if the businesses with delinquent utilities would have their license issuance is contingent upon these fees being paid in full. City Administrator Zikmund reported this was the case.

MOTION/SECOND: Meehlhause/Cermak. To Waive the Reading and Adopt Resolution 9838, Approving the Renewal of Mounds View Business Licenses (Non-Liquor).

Ayes – 4

Nays – 0

Motion carried.

D. Resolution 9839, Approving the Renewal of Mounds View Liquor Licenses.

City Administrator Zikmund requested the Council approve the renewal of Mounds View liquor licenses. He reported all businesses were current, except for Speedway.

MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9839, Approving the Renewal of Mounds View Liquor Licenses.

Ayes – 4

Nays – 0

Motion carried.

E. PUBLIC HEARING: Resolution 9840, Approving an Off-Sale Intoxicating Liquor License for Juan M. Garibay-Rodriguez, Savilo Liquor Store, 2345 County Road H2

1) Resolution 9841, Approving a Cigarette/Tobacco License for Juan M. Garibay-Rodriguez, Savilo Liquor Store, 2345 County Road H2.

City Administrator Zikmund requested the Council consider an off-sale intoxicating liquor license and cigarette/tobacco license for Juan Garibay-Rodriguez at the Savilo Liquor Store at 2345 County Road H2. He stated there has been a transfer of ownership at this property which requires a public hearing and approval of the licenses.

Juan Garibay-Rodriguez, 2345 County Road H2, thanked the City Council for considering his request. He explained he looked forward to working in Mounds View. He understood this liquor store was in good standing with the City and has been in place for 20+ years.

Council Member Meehlhause asked if the tobacco compliance checks were prior to the change in ownership. City Administrator Zikmund reported this was the case.

Mayor Lindstrom opened the public hearing at 6:40 p.m.

Hearing no public input, Mayor Lindstrom closed the public hearing at 6:40 p.m.

MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 9840, Approving an Off-Sale Intoxicating Liquor License for Juan M. Garibay-Rodriguez, Savilo Liquor Store, 2345 County Road H2.

Council Member Meehlhause and Mayor Lindstrom welcomed Mr. Garibay-Rodriguez to the community.

Ayes – 4 Nays – 0 Motion carried.

MOTION/SECOND: Meehlhause/Gunn. To Waive the Reading and Adopt Resolution 9841, Approving a Cigarette/Tobacco License for Juan M. Garibay-Rodriguez, Savilo Liquor Store, 2345 County Road H2.

Ayes – 4 Nays – 0 Motion carried.

F. Resolution 9844, Approving 2023-2025 Public Works Collective Bargaining Agreement.

City Administrator Zikmund requested the Council approve the 2023 to 2025 Public Works Collective Bargaining Agreement. He discussed the changes that were made to the bargaining agreement and recommended approval.

Mayor Lindstrom stated he was pleased this agreement was ready for approval and he thanked the Public Works Department for working in good faith throughout the negotiations.

MOTION/SECOND: Meehlhause/Cermak. To Waive the Reading and Adopt Resolution 9844, Approving 2023-2025 Public Works Collective Bargaining Agreement.

Ayes – 4 Nays – 0 Motion carried.

G. PUBLIC HEARING: 2024 Tax Levy and Budgets for All Funds.

- 1. Resolution 9831, Adopting the 2024 Tax Levy.**
- 2. Resolution 9832, Approving the 2024 EDA Tax Levy.**
- 3. Resolution 9833, Adopting 2024 Municipal Budget.**

Finance Director Bauman discussed the 2024 tax levy, the 2024 EDA tax levy, and budgets for all funds. She explained the proposed tax levy was 6.25% and the City would levy \$6,784,768. She commented on the EDA portion of the tax levy noting this would remain the same at \$100,000. She then provided a summary of the municipal budget for all funds.

Council Member Gunn recommended the levy percentage amount be included in the Resolution. City Administrator Zikmund reported this could be added to the Resolution by motion.

1
2 Council Member Meehlhause asked when the EDA levy was implemented. Finance Director
3 Bauman indicated this began in 2017 and totaled \$60,000. She stated in 2018 the amount was
4 increased to \$100,000 and has remained this amount since 2018.

5
6 Mayor Lindstrom opened the public hearing at 6:49 p.m.

7
8 Brian Amundsen, 3048 Woodale Drive, thanked the Council for approving a lower levy amount
9 that was previously discussed. He explained after reviewing Resolution 9833, which was the
10 budget for all funds, he was confused by the numbers. He commented on the actuals from previous
11 budgets and stated he did not believe the actuals justified some of the numbers within the 2024
12 budget, due to significant increases. He asked why the budget was done against the budget versus
13 being done against actuals. He questioned why there was an almost 40% increase at the Public
14 Works Buildings and Grounds. He indicated it appears the City was spending nearly \$250,000 on
15 the EDA each year and was levying \$100,000. He noted his biggest concern was that the summary
16 page shows a fund balance with a negative \$4.6 million. He inquired why the Council doesn't have
17 more information on their fund balances prior to approving a budget for the coming year.

18
19 Valerie Amundsen, 3048 Woodale Drive, questioned if the Council was given information
20 regarding its fund balances. She indicated she was a fan of zero based budgeting. While she
21 understood inflation was a factor, she also understood the City may not spend all of its dollars. She
22 asked the Council to ask some tough questions. She discussed how someday, the funds from the
23 Medtronic sale would dry up and the City would have to consider what to do. She asked the
24 Council to buckle down and take a closer look at the numbers.

25
26 Hearing no further public input, Mayor Lindstrom closed the public hearing at 6:57 p.m.

27
28 MOTION/SECOND: Gunn/Meehlhause. To Waive the Reading and Adopt Resolution 9831,
29 Adopting the 2024 Tax Levy at 6.25%.

30
31 City Administrator Zikmund explained the City Council receives budget updates versus actuals on
32 a quarterly basis. He noted this information would be reviewed and approved by the City Council
33 on a quarterly basis going forward.

34
35 Council Member Gunn reported the Council reviewed the budget on a line by line basis so the
36 Council understood what items were and were not included in the budget.

37
38 Council Member Meehlhause discussed how previous staffing shortages impacted the budget. He
39 indicated the police department was constantly working to get back up to 21 officers. He
40 commented on how the proposed budget included wage increases of over \$300,000. He stated
41 these increases were being driven by salary increases, union contracts and inflation. He noted there
42 were other contracts with increases that also impacted the budget such as Ramsey County Dispatch
43 and the SBM Fire Department. He reported it was difficult to start with a zero based budget when
44 the City was dealing with contracts with employees. He requested further information regarding
45 the \$4 million change to the fund balance. Finance Director Bauman provided the Council with
46 further information regarding the City's fund balances. She explained there were several fund

1 balances that will need additional funding before projects were approved. She noted that these
2 fund balances were looked at by staff and the City Council prior to moving forward with projects.

3
4 Mayor Lindstrom explained the increase in public works funding was due to the hiring of a new
5 employee and from the new wage scale.

6
7 Ayes – 4 Nays – 0 Motion carried.

8
9 MOTION/SECOND: Meehlhause/Cermak. To Waive the Reading and Adopt Resolution 9832,
10 Approving the 2024 EDA Tax Levy.

11
12 Council Member Meehlhause reported his question regarding the EDA levy was raised to make it
13 clear to the public that prior to 2017 the City did not have an EDA levy. He discussed how three
14 previous TIF districts use to fund economic development, but since these districts have expired,
15 the City has put a levy in place.

16
17 Ayes – 4 Nays – 0 Motion carried.

18
19 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9833,
20 Adopting 2024 Municipal Budget.

21
22 Ayes – 4 Nays – 0 Motion carried.

23
24 **H. Resolution 9834, Accepting and Allocating American Rescue Plan Act**
25 **Funding.**

26
27 Finance Director Bauman requested the Council accept and allocate American Rescue Plan Act
28 funding. She reported the City received ARPA funds in 2021 and 2022. She discussed the ARPA
29 allocations that were made in 2021 and 2022, noting this was the final allocation for these federal
30 funds. She explained the funds were broken up into three separate years in order to avoid the Single
31 Audit Act. She reported the final report would be filed with ARPA in April of 2024.

32
33 Council Member Gunn asked where these funds would be allocated. Finance Director Bauman
34 reported these funds would be placed in the General Fund.

35
36 MOTION/SECOND: Meehlhause/Cermak. To Waive the Reading and Adopt Resolution 9834,
37 Accepting and Allocating American Rescue Plan Act Funding.

38
39 Ayes – 4 Nays – 0 Motion carried.

40
41 **I. Resolution 9843, Adopting Title and Ballot Language Pertaining to Proposed**
42 **Amendment to the City of Mounds View Charter and Ordering Special**
43 **Election.**

44
45 City Administrator Zikmund requested the Council adopt title and ballot language pertaining to
46 the proposed amendment to the City of Mounds View Charter and that the Council order a Special

1 Election. He explained this item was specific to the Charter petition.

2
3 Mayor Lindstrom read the two ballot questions in full for the record.

4
5 City Administrator Zikmund reported if the voters pass this at the special election, it will appear
6 again in November in the State general election.

7
8 City Attorney Riggs explained there were two steps in this process, the first was to amend City
9 Charter and the second would be to hold the actual vote at the general election.

10
11 Brian Amundsen, 3048 Woodale Drive, asked if the November election would approve the
12 adoption of collected waste management. City Attorney Riggs reported this was the case. He
13 reiterated that this matter would only move forward to November, if the voters offered their
14 support.

15
16 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9843,
17 Adopting Title and Ballot Language Pertaining to Proposed Amendment to the City of Mounds
18 View Charter and Ordering Special Election.

19
20 Ayes – 4 Nays – 0 Motion carried.

21
22 **J. Resolution 9824, Approving Appointments to the Mounds View Planning**
23 **Commission and Parks, Recreation and Forestry Commission for 2024.**
24

25 City Administrator Zikmund requested the Council approve appointments to the Mounds View
26 Planning Commission and Parks, Recreation and Forestry Commission for 2024. He explained
27 action was tabled on this item at the Council's last meeting in order to allow for further discussion
28 at a worksession meeting. He explained the direction from the Council would be to have the HR
29 Committee interview candidates going forward and that a more robust application be completed
30 for each candidate. He noted he has reached out to four adjacent communities in order to review
31 their applications.

32
33 Mayor Lindstrom thanked staff for their work on this. He stated he looked forward to making sure
34 applicants get a fair review going forward. He indicated he would be recusing himself from voting
35 on this item.

36
37 MOTION/SECOND: Meehlhause/Gunn. To remove this item from the table.

38
39 Ayes – 3 Nays – 0 Motion carried.

40
41 MOTION/SECOND: Meehlhause/Cermak. To Adopt Resolution 9824, Approving Appointments
42 to the Mounds View Planning Commission and Parks, Recreation and Forestry Commission for
43 2024.

44
45 Ayes – 3 Nays – 0 Motion carried.
46

9. REPORTS

A. Reports of Mayor and Council.

Council Member Meehlhause stated he would be attending a Twin Cities Gateway board meeting this week where the 2024 budget would be considered.

Council Member Meehlhause indicated he would be attending an NYFS finance committee meeting on Wednesday, December 20.

Council Member Meehlhause reported on Wednesday, December 13 the Mounds View Lions would be traveling the City of Mounds View looking at holiday light displays and the four best displays would be receiving a \$50 prize.

Council Member Cermak explained the Mounds View Police Foundation would be meeting on Tuesday, December 12 at 5:30 at Hodges Park where the group will be making final plans for the Heros and Helpers program at City Hall on Tuesday, December 19. She noted the foundation would then begin planning for the Daddy Daughter Dance which would be held on February 10, 2024.

Council Member Gunn thanked SBM Fire for the wonderful Santa Parade. She thanked the community for donating over 13,000 pounds of food during the Santa Parade.

Council Member Gunn indicated she attended a Cable Commission meeting noting this organization was struggling with staffing at this time.

Council Member Cermak thanked Mounds View residents for bringing in the most coats for the Justin Morneau Coat Drive.

Council Member Gunn reported the Community Center was in great need of toys for Operation Joy. She encouraged those willing to make a donation to stop by the Community Center to make a donation. She noted the deadline to make a donation was Thursday, December 14.

Mayor Lindstrom indicated he attended the Festival in the Park meeting on November 28.

Mayor Lindstrom wished everyone a safe and Happy Holidays.

B. Reports of Staff.

Finance Director Bauman explained she would be working to get the budget documents online, while also getting documentation to the County and State. She then provided the Council with an update on the water meter project.

City Administrator Zikmund stated Police Chief Zender, Fire Chief Retka and himself attended a public safety summit with 24 other cities and their chiefs. He explained he never attended an event like this before in his career. He stated this event was moderated by an ICMA individual who used

1 to be a fire chief, police officer and city manager. He reported one of the main topics that was
2 discussed was the status of staffing.

3
4 City Administrator Zikmund explained the Council would be holding a closed session meeting on
5 Monday, December 18 at 1:00 p.m. where the litigation for the water treatment plant will be
6 discussed.

7
8 City Administrator Zikmund reported the Council would not need to hold a special meeting in
9 December.

10
11 **C. Reports of City Attorney.**

12
13 City Attorney Riggs had nothing additional to report.

14
15 **10. Next Council Work Session: Tuesday, January 2, 2024, at 6:00 p.m.**
16 **Next Special Council Meeting: Tuesday, January 2, 2024, at 6:00 p.m.**
17 **Next Council Meeting: Monday, January 8, 2024, at 6:00 p.m.**

18
19 **11. ADJOURNMENT**

20
21 The meeting was adjourned at 7:38 p.m.

22
23 Transcribed by:

24
25 Heidi Guenther

26 *Minute Maker Secretarial*

1 **PROCEEDINGS OF THE MOUNDS VIEW CITY COUNCIL**
2 **CITY OF MOUNDS VIEW**
3 **RAMSEY COUNTY, MINNESOTA**

4
5 **Special Meeting**
6 **January 2, 2024**
7 **Mounds View City Hall**
8 **2401 Mounds View Boulevard, Mounds View, MN 55112**
9 **6:00 P.M.**

10
11
12 **1. MEETING IS CALLED TO ORDER**

13
14 **2. PLEDGE OF ALLEGIANCE**

15
16 **3. OATH OF OFFICE**

17
18 Mayor Lindstrom reported this item was placed on the agenda by error.

19
20 **4. ROLL CALL:** Cermak, Gunn, Lindstrom, and Meehlhause

21
22 **NOT PRESENT:** None.

23
24 **5. COUNCIL BUSINESS**

25 **A. Resolution 9849, Selection of the Acting Mayor, Treasurer and Official**
26 **Newspaper and Depositories for 2024.**

27
28 City Administrator Zikmund requested the Council select an Acting Mayor, Treasurer and Official
29 Newspaper and Depositories for 2024.

30
31 Mayor Lindstrom stated he received a call from the *Shoreview Press* asking to be the City's
32 publication again.

33
34 Council Member Gunn stated readership and distribution in Mounds View may be a concern with
35 the *Shoreview Press*. In addition, she was concerned with the fact this publication did not have
36 enough stories focused on Mounds View.

37
38 Council Member Meehlhause commented on how the *Shoreview Press* was published every other
39 week and noted this could impact and would delay action the City could take. He explained the
40 *Life (Sun Focus)* publishes weekly. He noted he gets this publication.

41
42 Council Member Gunn supported the City moving forward with the *Shoreview Press*.

43
44 Council Member Cermak explained she did not support this. She commented on how the
45 *Shoreview Press* had discussed doing a Mounds View page and they recently reached out to her
46 regarding the Daddy Daughter Dance. She suggested the *Shoreview Press* serve as the City's

1 secondary newspaper.

2
3 Mayor Lindstrom stated the Council made a change to the *Pioneer Press* last year in order to have
4 better coverage. However, with that being said he understood *Shoreview Press* was trying to earn
5 the City's business. He explained he would be willing to reconsider this next year if the *Shoreview*
6 *Press* was more involved or invested in the community. He recommended the City remain with
7 the *Pioneer Press* for 2024.

8
9 Public Works/Parks and Recreation Director Peterson stated from a Public Works standpoint, he
10 noted the *Pioneer Press* offers him more leeway.

11
12 The consensus of the Council was to select the *Pioneer Press* as the City's official newspaper with
13 the *Shoreview Press* being the secondary newspaper.

14
15 Council Member Gunn supported American National Bank serving as the City's depository. The
16 Council was in agreement.

17
18 Council Member Gunn supported Council Member Meehlhause serving as the Acting Mayor for
19 2024.

20
21 Council Member Gunn recommended Gayle Bauman serve as the Treasurer for 2024. The Council
22 was in agreement.

23
24 MOTION/SECOND: Gunn/Cermak. To Waive the Reading and Adopt Resolution 9849,
25 Selection of the Acting Mayor, Treasurer, Official Newspaper and Depositories for 2024 as
26 discussed.

27
28 Ayes – 4

Nays – 0

Motion carried.

29
30 **B. Resolution 9850, Appointing City Council Members and City Staff as**
31 **Representatives for City Commissions and Other Organizations for 2024.**
32

33 City Administrator Zikmund requested the Council appoint City Council Members and City Staff
34 as Representatives for City Commissions and Other Organizations for 2024. He explained Barbara
35 Haake was interested in being reappointed to the MAC Advisory Commission.

36
37 Mayor Lindstrom stated he would be interested in being the representative for the Ramsey County
38 League of Local Government and asked who would be willing to serve as the League of Minnesota
39 Cities alternate.

40
41 Council Member Gunn suggested the Acting Mayor serve as the alternate.

42
43 Council Member Meehlhause explained he could serve as the alternate for the League of
44 Minnesota Cities.

45
46 Mayor Lindstrom suggested staff strike off Councilmember and have the Acting Mayor serve as

1 the alternate for Metro Cities, North Metro Mayors and for the League of Minnesota Cities.

2
3 Council Member Meehlhause explained all Council members could attend the Mounds View
4 Business Council meetings.

5
6 Mayor Lindstrom indicated he was willing to serve on the Mounds View Development Review
7 Committee.

8
9 Council Member Gunn stated she would also be willing to serve on the Mounds View
10 Development Review Committee and noted she would continue her service on the Cable
11 Commission. She explained the finance director has served as her alternate in the past. City
12 Administrator Zikmund reported the alternate could be changed at any time.

13
14 Council Member Cermak reported she could serve as the liaison to the Festival in the Park
15 Committee.

16
17 Mayor Lindstrom stated City Administrator Zikmund would continue serving as the NYFS
18 representative.

19
20 Council Member Gunn explained she would be willing to serve on the HR Committee.

21
22 Council Member Meehlhause indicated he would be willing to serve on the HR Committee as well.

23
24 Council Member Meehlhause stated he would be willing to continue his service with the Twin
25 Cities Gateway Tourism Board.

26
27 Council Member Cermak explained she would continue her service on the Mounds View Police
28 Foundation and the Fire Protection Board.

29
30 Council Member Meehlhause stated he would continue his service as the Council liaison to the
31 City's commissions and committees.

32
33 Mayor Lindstrom indicated he would be willing to serve as the alternate.

34
35 Council Member Gunn indicated she would be willing to continue her service on the Tribute Park
36 Committee.

37
38 The Council further discussed the makeup and structure of the Human Rights Task Force. Council
39 Member Gunn stated she would be willing to serve as the liaison for this group.

40
41 Mayor Lindstrom asked how the Council wanted to proceed with the MAC Advisory Commission
42 appointment.

43
44 Council Member Gunn stated she would be willing to serve as the representative for this
45 committee.

46

Council Member Cermak supported Council Member Gunn serving in this capacity. She questioned if Ms. Haake lived in the community anymore and noted Ms. Haake was no longer properly completing her service on this committee.

MOTION/SECOND: Meehlhause/Cermak. To Waive the Reading and Adopt Resolution 9850, Appointing City Council Members and City Staff as Representatives for City Commissions and Other Organizations for 2024 as discussed.

Mayor Lindstrom asked if these appointments will be revisited after the special election.

Council Member Meehlhause stated this was not done when Council Member Bergeron was elected.

Council Member Cermak believed it was best to revisit the appointments next January.

Mayor Lindstrom explained this would mean past practice was to not revisit these appointments until January of the next year.

Ayes – 4

Nays – 0

Motion carried.

**6. Next Council Work Session: Immediately Following this Meeting.
Next Council Meeting: Monday, January 8, 2024, at 6:00 p.m.**

7. ADJOURNMENT

The meeting was adjourned at 6:38 p.m.

Transcribed by:

Heidi Guenther

Minute Maker Secretarial

APPROVING JUST AND CORRECT CLAIMS AGAINST CITY FUNDS


Finance Director

12/12/2023 11:53 AM

DIRECT PAYABLES CHECK REGISTER

1st PAGE: 1

PACKET: 03571 Child Support
 VENDOR SET: 01 City of Mounds View
 BANK: PYBNK Western Bank

**** CHECK LISTING ****

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
M7152		MN Child Support Payment Center						
	I-99520231412	Case #0015244278		R 12/14/2023		952.93	020426	952.93

* * B A N K T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	1	0.00	952.93	952.93
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	1	0.00	952.93	952.93

1/02/2024 7:53 AM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03581 Ck Date 12-28-2023 - 8

VENDOR SET: 01 City of Mounds View

**** CHECK LISTING ****

BANK: PYBNK Western Bank

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
C4300		Life Insurance Company of North						
	I-52020231228	AccCare, Hosp, Critical Ill	R	12/29/2023		147.66	020427	
	I-52020231412	AccCare, Hosp, Critical Ill	R	12/29/2023		147.67	020427	295.33
VOID	020428	VOID CHECK	V	12/29/2023			020428	**VOID**
E9000		Fidelity Security Life Insuranc						
	I-62020231228	5000832-Eyemed	R	12/29/2023		139.29	020429	
	I-62020231412	5000832-Eyemed	R	12/29/2023		94.89	020429	234.18
VOID	020430	VOID CHECK	V	12/29/2023			020430	**VOID**
L0549		Law Enforcement Labor Services,						
	I-70020231228	Police Union Dues	R	12/29/2023		506.25	020431	
	I-70020231412	Police Union Dues	R	12/29/2023		506.25	020431	1,012.50
L7160		The Lincoln Nat'l Life Insuranc						
	I-63020231228	STD # 10249130	R	12/29/2023		311.15	020432	
	I-63020231412	STD # 10249130	R	12/29/2023		311.15	020432	622.30
VOID	020433	VOID CHECK	V	12/29/2023			020433	**VOID**
L7161		The Lincoln Nat'l Life Insuranc						
	I-61020231228	LTD #1588135	R	12/29/2023		326.12	020434	
	I-61020231412	LTD #1588135	R	12/29/2023		326.02	020434	652.14
L7165		The Lincoln National Life Insur						
	I-30120231228	Life Ins #400238774	R	12/29/2023		766.74	020435	
	I-30120231412	Life Ins #400238774	R	12/29/2023		765.48	020435	1,532.22
VOID	020436	VOID CHECK	V	12/29/2023			020436	**VOID**
VOID	020437	VOID CHECK	V	12/29/2023			020437	**VOID**
VOID	020438	VOID CHECK	V	12/29/2023			020438	**VOID**
VOID	020439	VOID CHECK	V	12/29/2023			020439	**VOID**
M7152		MN Child Support Payment Center						
	I-99520231228	Case #0015244278	R	12/29/2023		952.93	020440	952.93
N0525		643400 - NCPERS MN Grp Life Ins						
	I-30020231228	NCPERS Life Ins	R	12/29/2023		64.00	020441	
	I-30020231412	NCPERS Life Ins	R	12/29/2023		64.00	020441	128.00

1/02/2024 7:53 AM

DIRECT PAYABLES CHECK REGISTER

PAGE: 2

PACKET: 03581 Ck Date 12-28-2023 - 8

VENDOR SET: 01 City of Mounds View

**** CHECK LISTING ****

BANK: PYBNK Western Bank

VENDOR	I.D.	NAME	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	020442	VOID CHECK		V 12/29/2023			020442	**VOID**
S4107		Secure Benefits Systems Corp.						
	I-50020231228	Flex Medical	R	12/29/2023		157.63	020443	
	I-50020231412	Flex Medical	R	12/29/2023		119.63	020443	
	I-50320231228	Flex Daycare	R	12/29/2023		770.82	020443	
	I-50320231412	Flex Daycare	R	12/29/2023		770.82	020443	1,818.90
VOID	020444	VOID CHECK		V 12/29/2023			020444	**VOID**

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	9	0.00	7,248.50	7,248.50
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	9	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	18	0.00	7,248.50	7,248.50

12/12/2023 11:57 AM DIRECT PAYABLES CHECK REGISTER
 PACKET: 03570 Ck Date 12-14-2023 - 9
 VENDOR SET: 01 City of Mounds View *** DRAFT/OTHER LISTING ***
 BANK: PYBNK Western Bank

3rd PAGE: 1

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20231412	Income Tax W/H	D	12/14/2023		17,482.88	000618	
	I-T3 20231412	FICA W/H	D	12/14/2023		13,486.58	000618	
	I-T4 20231412	Medicare W/H	D	12/14/2023		5,288.02	000618	36,257.48
H1016		HSA Bank						
	I-12520231412	C1211 HSA CONTRIBUTIONS	D	12/14/2023		8,349.79	000619	8,349.79
I0025		ICMA Retirement Trust - 457						
	I-40020231412	Payroll W/H	D	12/14/2023		1,621.15	000620	
	I-40220231412	Roth Payroll W/H	D	12/14/2023		405.00	000620	
	I-40320231412	Payroll W/H	D	12/14/2023		1,178.64	000620	
	I-41020231412	Payroll W/H	D	12/14/2023		12,344.84	000620	
	I-41520231412	Payroll W/H	D	12/14/2023		3,346.76	000620	18,896.39
M0658		MN State Retirement System						
	I-40120231412	#98995-01 MN	D	12/14/2023		2,727.70	000621	
	I-40420231412	#98995-01 MN ROTH	D	12/14/2023		150.00	000621	
	I-40520231412	#98995-01 MN	D	12/14/2023		144.84	000621	3,022.54
M7342		MN Dept of Revenue						
	I-T2 20231412	State Income Tax	D	12/14/2023		7,856.84	000622	7,856.84
P9250		Public Employees Retirement Ass						
	I-00120231412	PERA 643400	D	12/14/2023		14,669.11	000623	
	I-00220231412	PERP 643400	D	12/14/2023		23,368.59	000623	38,037.70

* * B A N K T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	112,420.74	112,420.74
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	112,420.74	112,420.74

1/02/2024 8:47 AM

DIRECT PAYABLES CHECK REGISTER

PAGE: 1

PACKET: 03582 Ck Date 12-28-2023 - 9

VENDOR SET: 01 City of Mounds View

*** DRAFT/OTHER LISTING ***

BANK: PYBNK Western Bank

VENDOR	I.D.	NAME	ITEM TYPE	PAID DATE	DISCOUNT	AMOUNT	ITEM NO#	ITEM AMOUNT
E1200		EFTPS-Direct						
	I-T1 20231228	Income Tax W/H	D	12/28/2023		17,882.98	000624	
	I-T3 20231228	FICA W/H	D	12/28/2023		13,037.52	000624	
	I-T4 20231228	Medicare W/H	D	12/28/2023		5,448.50	000624	36,369.00
H1016		HSA Bank						
	I-12520231228	C1211 HSA CONTRIBUTIONS	D	12/28/2023		8,889.79	000625	8,889.79
I0025		ICMA Retirement Trust - 457						
	I-40020231228	Payroll W/H	D	12/28/2023		1,621.15	000626	
	I-40220231228	Roth Payroll W/H	D	12/28/2023		405.00	000626	
	I-40320231228	Payroll W/H	D	12/28/2023		1,041.33	000626	
	I-41520231228	Payroll W/H	D	12/28/2023		3,480.01	000626	6,547.49
M0658		MN State Retirement System						
	I-40120231228	#98995-01 MN	D	12/28/2023		2,727.70	000627	
	I-40420231228	#98995-01 MN ROTH	D	12/28/2023		150.00	000627	
	I-40520231228	#98995-01 MN	D	12/28/2023		139.60	000627	3,017.30
M7342		MN Dept of Revenue						
	I-T2 20231228	State Income Tax	D	12/28/2023		8,032.48	000628	8,032.48
P9250		Public Employees Retirement Ass						
	I-00120231228	PERA 643400	D	12/28/2023		14,542.54	000629	
	I-00220231228	PERP 643400	D	12/28/2023		24,646.65	000629	
	I-01020231228	DCP 643400	D	12/28/2023		118.76	000629	39,307.95

* * B A N K T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	0.00	102,164.01	102,164.01
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
BANK TOTALS:	6	0.00	102,164.01	102,164.01

VENDOR SET: 01 City of Mounds View

BANK: * ALL BANKS

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	MAJOR, SAM	VOIDED						
	C-CHECK MAJOR, SAM	VOIDED	V 12/26/2023			154052		27.73CR
	C-CHECK VOID CHECK		V 12/26/2023			154058		
	C-CHECK VOID CHECK		V 12/26/2023			154059		
	C-CHECK VOID CHECK		V 12/26/2023			154067		
	C-CHECK VOID CHECK		V 12/26/2023			154068		
	C-CHECK VOID CHECK		V 12/26/2023			154069		
	C-CHECK VOID CHECK		V 12/26/2023			154070		
	C-CHECK VOID CHECK		V 12/26/2023			154071		
	C-CHECK VOID CHECK		V 12/26/2023			154104		
	C-CHECK VOID CHECK		V 12/26/2023			154105		
	C-CHECK VOID CHECK		V 12/26/2023			154106		
	C-CHECK VOID CHECK		V 12/26/2023			154129		
	C-CHECK VOID CHECK		V 12/26/2023			154130		
	C-CHECK VOID CHECK		V 1/09/2024			154154		
	C-CHECK VOID CHECK		V 1/09/2024			154158		
	C-CHECK VOID CHECK		V 1/09/2024			154159		
	C-CHECK VOID CHECK		V 1/09/2024			154160		
	C-CHECK VOID CHECK		V 1/09/2024			154186		
	C-CHECK VOID CHECK		V 1/09/2024			154190		
	C-CHECK VOID CHECK		V 1/09/2024			154191		
	C-CHECK VOID CHECK		V 1/09/2024			154192		
	C-CHECK VOID CHECK		V 1/09/2024			154193		
	C-CHECK VOID CHECK		V 1/09/2024			154194		

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00

VOID CHECKS:	23 VOID DEBITS	0.00		
	VOID CREDITS	27.73CR	27.73CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	23	27.73CR	0.00	0.00
BANK: * TOTALS:	23	27.73CR	0.00	0.00

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK		AMOUNT	DISCOUNT	CHECK	CHECK	CHECK
			DATE				NO	STATUS	AMOUNT
1	ERIKSEN, RUNE								
	I-000202312219399	US REFUND	R	12/26/2023			154050		
	700 1152	UTILITY DELQ. RECIEVABLE	02-0220-00		23.55				23.55
1	JOHNSON, KRISTIAN								
	I-000202312219400	US REFUND	R	12/26/2023			154051		
	700 1152	UTILITY DELQ. RECIEVABLE	06-1280-02		27.68				27.68
1	MAJOR, SAM								
	I-000202312219401	US REFUND	V	12/26/2023			154052		27.73
1	MAJOR, SAM	VOIDED							
	M-CHECK	MAJOR, SAM	VOIDED	V	12/26/2023		154052		27.73CR
00615	Morris Leatherman Company								
	I-080823.4	MVCC Expansion Sales Tax	R	12/26/2023			154053		
	480 4160-3030	OTHER PROFESSIONAL SERVICES	MVCC Expansion Sales		8,750.00				8,750.00
A2215	Action Radio & Communications,								
	I-I18830	VCET Radio Batteries	R	12/26/2023			154054		
	100 4200-1230	SUPPLIES, EQUIPMENT	VCET Radio Batteries		180.80				180.80
A5000	All City Elevator, Inc.								
	I-89159	Mechanic Callback	R	12/26/2023			154055		
	100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	Mechanic Callback		792.00				792.00
A6530	Amerimark Direct								
	I-20233416	SCORE Promotional Items	R	12/26/2023			154056		
	290 4420-1600	OPERATING SUPPLIES	SCORE Promotional It		7,166.21				7,166.21
A7117	Architect Mechanical, Inc.								
	I-25057	Groveland Park HVAC Check	R	12/26/2023			154057		
	100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Groveland Park HVAC		180.00				
	I-25058	Lambert Park HVAC Check	R	12/26/2023			154057		
	100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Lambert Park HVAC Ch		180.00				
	I-25059	Hillview Park HVAC Check	R	12/26/2023			154057		
	100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Hillview Park HVAC C		180.00				
	I-25060	Well Bldg #6 HVAC Check	R	12/26/2023			154057		
	700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg #6 HVAC Ch		150.00				
	I-25061	Well Bldg #5 HVAC Check	R	12/26/2023			154057		
	700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg #5 HVAC Ch		150.00				
	I-25062	Well Bldg Bronson HVAC Check	R	12/26/2023			154057		
	700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg Bronson HV		150.00				
	I-25063	Well Bldg Bronson HVAC Check	R	12/26/2023			154057		
	700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg Bronson HV		150.00				
	I-25064	Well Bldg #4 HVAC Check	R	12/26/2023			154057		
	700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg #4 HVAC Ch		150.00				
	I-25065	Well Bldg Bronson HVAC Check	R	12/26/2023			154057		

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
A7117	Architect Mechanical, CONT							
I-25065	Well Bldg Bronson HVAC Check	R	12/26/2023			154057		
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg Bronson HV		150.00				
I-25125	Well Bldg #6 New Thermostat	R	12/26/2023			154057		
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg #6 New Th		305.00				
I-25126	Well Bldg #5 New Thermostat	R	12/26/2023			154057		
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg #5 New The		305.00				
I-25128	PW Bldg HVAC Check	R	12/26/2023			154057		
100 4460-3030	OTHER PROFESSIONAL SERVICES	PW Bldg HVAC Check		1,100.00				
I-25129	Well Bldg #4 HVAC Repair	R	12/26/2023			154057		
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	Well Bldg #4 HVAC Re		580.00				
I-25130	Random Park HVAC Check	R	12/26/2023			154057		
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	Random Park HVAC Che		180.00				3,910.00
A7560	Arko Restoration & Remodeling,							
I-3353	7715 Groveland Abatement	R	12/26/2023			154060		
100 4180-3030	OTHER PROFESSIONAL SERVICES	7715 Groveland Abate		1,463.71				1,463.71
B3045	Brian Beeman							
I-202312209395	Cell Phone Exp & Travel	R	12/26/2023			154061		
230 4650-3800	MILEAGE & PARKING	Travel		53.97				
230 4650-3100	TELEPHONE	Cell Phone Exp		50.00				103.97
B4000	Beisswenger's Do It Best							
I-812050	PW IMP #34	R	12/26/2023			154062		
100 4465-1230	SUPPLIES, EQUIPMENT	PW IMP #34		2.86				2.86
B7927	Blue Pearl Veterinary - Arden							
I-397016	K9 Dental Surgery Ace	R	12/26/2023			154063		
100 4200-3080	VETERINARY SERVICES	K9 Dental Surgery Ac		3,167.07				3,167.07
C3022	Clarice Wilson							
I-202312199389	9-24 to 11-27 Music Together	R	12/26/2023			154064		
252 4732-3030	OTHER PROFESSIONAL SERVICES	9-24 to 11-27 Music		990.00				990.00
C4500	City Wide Facility Solutions							
I-32009019133	9-1 to 9-30 Janitor Service	R	12/26/2023			154065		
252 4350-3030	OTHER PROFESSIONAL SERVICES	9-1 to 9-30 Janitor		1,087.12				
100 4460-3030	OTHER PROFESSIONAL SERVICES	9-1 to 9-30 Janitor		2,181.07				
I-42009009936	11-28-23 Detail Clean Kitchen	R	12/26/2023			154065		
252 4350-3030	OTHER PROFESSIONAL SERVICES	11-28-23 Detail Clea		60.00				
I-42009009945	11-29-2023 Janitor Service	R	12/26/2023			154065		
252 4350-3030	OTHER PROFESSIONAL SERVICES	11-29-2023 Janitor S		501.76				3,829.95

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK	AMOUNT	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
C4510	Cintas - Chicago							
I-4175631989	Uniforms & Clothing	R	12/26/2023			154066		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		27.58				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		4.07				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.47				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.70				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		12.69				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.73				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.68				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		18.74				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.49				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		21.42				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		9.08				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.74				
I-4175970287	CH/PD Floor Mats	R	12/26/2023			154066		
100 4160-1600	OPERATING SUPPLIES	CH/PD Floor Mats		50.19				
I-4175970345	Mats & Towels	R	12/26/2023			154066		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			8.95				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.76				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.13				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.87				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			5.12				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.85				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.85				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			7.79				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.16				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			8.82				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.65				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.59				
I-4176134458	Gray Mats, Napkins, etc.	R	12/26/2023			154066		
252 4350-1600	OPERATING SUPPLIES	Gray Mats, Napkins,		32.48				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels	Gray Mats, Napkins,		39.62				
252 4730-3030	OTHER PROFESSIONAL SERVICES	Gray Mats, Napkins,		6.67				
I-4176387504	Uniforms & Clothing	R	12/26/2023			154066		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		30.22				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		4.46				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.51				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		6.25				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		13.90				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		9.56				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.93				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		20.53				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.83				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		23.46				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		9.95				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.90				
I-4176746649	Mats & Towels	R	12/26/2023			154066		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.78				

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C4510	Cintas - Chicago	CONT						
I-4176746649	Mats & Towels	R	12/26/2023			154066		
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.09				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.10				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.42				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.88				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.16				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.64				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			5.90				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.88				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			6.68				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.77				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.44				
I-4176853332	Gray Mats, Tablecovers, etc.	R	12/26/2023			154066		
252 4350-1600	OPERATING SUPPLIES	Gray Mats, Tablecove		32.18				
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,EGray Mats, Tablecove			39.62				
252 4730-3030	OTHER PROFESSIONAL SERVICES	Gray Mats, Tablecove		6.97				
I-4177130077	Uniforms & Clothing	R	12/26/2023			154066		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		27.58				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		4.07				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.47				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.70				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		12.69				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.73				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.68				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		18.74				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.49				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		21.42				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		9.08				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.74				
I-4177471193	CH/PD Floor Mats	R	12/26/2023			154066		
100 4160-1600	OPERATING SUPPLIES	CH/PD Floor Mats		50.19				
I-4177471205	Mats & Towels	R	12/26/2023			154066		
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			8.95				
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.76				
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.13				
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.87				
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			5.12				
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			2.85				
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.85				
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			7.79				
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			1.16				
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			8.82				
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			3.65				
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,EMats & Towels			0.59				741.02

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C5855	Comcast							
I-202312219402	12-18 to 1-17-24 SCADA	R	12/26/2023			154072		
700 4823-3100	TELEPHONE	12-18 to 1-17-24 SCA		47.45				47.45
C7223	Coremark Metals							
I-5445487	Steel for Plow/Blower Repair	R	12/26/2023			154073		
100 4465-1600	OPERATING SUPPLIES	Steel for Plow/Blowe		432.16				432.16
D2515	Dell Marketing L.P.							
I-10717942068	MVCC Dell Monitor	R	12/26/2023			154074		
100 4160-1230	SUPPLIES, EQUIPMENT	MVCC Dell Monitor		166.39				166.39
E4050	Ehlers & Associates, Inc							
I-96027	Skyline Motel Redevelopment	R	12/26/2023			154075		
230 2320	DEPOSIT PAYABLE	Skyline Motel Redeve		245.00				245.00
E8050	Everest Emergency Vehicles, In							
I-W04248	Upgraded Fire Inspec. Vehicle	R	12/26/2023			154076		
100 4210-3030	OTHER PROFESSIONAL SERVICES	Upgraded Fire Inspec		3,099.42				3,099.42
F1095	Ferguson WaterWorks #2518							
I-0522210	Marking Repair Clamps	R	12/26/2023			154077		
700 4823-5160	REPAIRS, SYSTEM MAINTENANCE	Marking Repair Clamp		533.84				533.84
F2020	Festival in the Park							
I-202312119383	Advertising for Festival	R	12/26/2023			154078		
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Advertising for Fest		371.52				371.52
F2056	First Call							
I-3298-158001	PW #IMP408 Plastic Weld	R	12/26/2023			154079		
100 4465-1230	SUPPLIES, EQUIPMENT	PW #IMP408 Plastic W		10.49				10.49
F2068	FleetPride							
I-113128565	PW #324 U-Joint for Blower	R	12/26/2023			154080		
100 4360-1220	SUPPLIES, VEHICLES	PW #324 U-Joint for		47.71				47.71
F6010	PreCise MRM, LLC							
I-IN200-1046011	GPS Tracking	R	12/26/2023			154081		
100 4472-3100	Telephone	GPS Tracking		234.00				234.00
F8000	City of Fridley							
I-INV03119	Str. Rehab. 406-31-23-0001R	R	12/26/2023			154082		
485 4470-7050-325	2023 STREET PROJECT PLESANT VISTr. Rehab. 406-31-2			3,708.02				3,708.02

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G5600	Gopher State One-Call, Inc.							
I-3110618	November Locates	R	12/26/2023			154083		
700 4823-3030	OTHER PROFESSIONAL SERVICES	November Locates		49.95				
730 4823-3030	OTHER PROFESSIONAL SERVICES	November Locates		49.95				99.90
G8020	Grainger							
I-9935052903	Hillview Hockey Lights Repair	R	12/26/2023			154084		
100 4360-1230	SUPPLIES, EQUIPMENT	Hillview Hockey Ligh		216.54				216.54
H2805	Hawkins, Inc.							
I-6643820	Water Plant Filter Cleaning	R	12/26/2023			154085		
700 4825-1600	OPERATING SUPPLIES	Water Plant Filter C		158.50				158.50
H4035	Hillyard/Minneapolis							
I-605321662	Maintenance Supplies	R	12/26/2023			154086		
252 4350-1600	OPERATING SUPPLIES	Maintenance Supplies		472.61				
100 4460-1600	OPERATING SUPPLIES	Maintenance Supplies		534.75				1,007.36
H7150	Hoisington Koegler Group Inc.							
I-023-050-3	11-1*12-15-23 Critical Grant	R	12/26/2023			154087		
100 4180-3030	OTHER PROFESSIONAL SERVICES	Critical Corridors G		19,269.52				19,269.52
H7206	Horizon Commercial Pool Supply							
I-INV60340	Well #3 Filter Cleaning	R	12/26/2023			154088		
700 4825-1600	OPERATING SUPPLIES	Well #3 Filter Clean		220.62				220.62
H7301	Home Depot Pro - Atlanta							
I-778366047	Latch Protector	R	12/26/2023			154089		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Latch Protector		59.36				
I-778366054	Nabber Arm Grabber	R	12/26/2023			154089		
252 4350-1230	SUPPLIES, EQUIPMENT	Nabber Arm Grabber		32.95				
I-779849835	Wet/Dry Vac for Wash Bay	R	12/26/2023			154089		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Wet/Dry Vac for Wash		200.88				293.19
H7302	Home Depot Pro - Dallas							
I-780029906	13W CFL Dual	R	12/26/2023			154090		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	13W CFL Dual		84.40				
I-780474383	Renown LNR	R	12/26/2023			154090		
100 4460-1600	OPERATING SUPPLIES	Renown LNR		56.60				
252 4350-1600	OPERATING SUPPLIES	Renown LNR		56.60				197.60
I2005	IDC Automatic, LLC							
I-0069977-IN	CH Garage Door Repair	R	12/26/2023			154091		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	CH Garage Door Repai		3,318.00				
I-0072111-IN	Garage Door/Gate Repairs	R	12/26/2023			154091		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	Garage Door/Gate Rep		341.60				3,659.60

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I6560	Innovative Office Solutions, L							
I-CIN119153	Office Chair	R	12/26/2023			154092		
100 4160-1600	OPERATING SUPPLIES	Office Chair		445.95				445.95
I6680	Instrumental Research, Inc.							
I-5319	November Water Testing	R	12/26/2023			154093		
700 4825-3030	OTHER PROFESSIONAL SERVICES	November Water Testi		165.00				165.00
K2100	Katrina E. Joseph							
I-0068	November Misdemeanor Pros.	R	12/26/2023			154094		
100 4200-3020	PROSECUTING ATTORNEY SERVICES	November Misdemeanor		6,125.00				6,125.00
K5027	Konrad Material Sales, LLC							
I-1255377	Pothole Repairs-Asphalt	R	12/26/2023			154095		
100 4470-1240	SUPPLIES, STREETS	Pothole Repairs-Asph		101.70				101.70
L5015	League of Minnesota Cities Ins							
I-21874	Claim #00496729 S.Vandervegt	R	12/26/2023			154096		
100 4465-0500	WORKERS COMPENSATION	Claim #00496729 S.Va		754.32				
I-21881	Claim #00496798 B.Knitter	R	12/26/2023			154096		
100 4200-4800	INSURANCE & BONDS	Claim #00496798 B.Kn		721.72				1,476.04
L5017	Leadership Growth Groups, LLC							
I-23206b	Leadership Growth Grp Books	R	12/26/2023			154097		
100 4130-2100	BOOKS & PERIODICALS	Leadership Growth Gr		151.95				
I-23503b	2023 Leadership Growth Books	R	12/26/2023			154097		
100 4410-1600	OPERATING SUPPLIES	2023 Leadership Grow		151.95				303.90
M0300	MMNTB							
I-202312209390	Nov Hotel Tax Days Inn	R	12/26/2023			154098		
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	Nov Hotel Tax Days I		664.55				664.55
M1010	MacQueen Equipment, Inc.							
I-W13091	PW #836 Hose Reel Repair	R	12/26/2023			154099		
730 4823-5130	REPAIRS, EQUIPMENT	PW #836 Hose Reel Re		2,905.73				2,905.73
M1345	Mansfield Oil Company							
I-24872794	Unleaded Gas	R	12/26/2023			154100		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Unleaded Gas		4,297.59				
I-24872986	Diesel Fuel	R	12/26/2023			154100		
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	Diesel Fuel		5,141.66				9,439.25
M1503	Martin Marietta							
I-41077016	Knollwood Main Repair	R	12/26/2023			154101		
700 4823-5140	REPAIRS, STREETS	Knollwood Main Repai		436.20				436.20

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M2100	McClellan Sales, Inc.							
I-018314	Calibrate/Test for Gas	R	12/26/2023			154102		
730 4823-1230	SUPPLIES, EQUIPMENT	Calibrate/Test for G		83.17				83.17
M3505	Menards - Blaine							
I-58338	Bird House Supply-Eagle Scout	R	12/26/2023			154103		
100 4360-1230	SUPPLIES, EQUIPMENT	Bird House Supply-Ea		772.72				
I-58615	PW #709, Towels & Rags	R	12/26/2023			154103		
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,ETowels & Rags			23.98				
700 4823-5120	SUPPLIES, VEHICLES	PW #709		15.98				
I-60780	Ladder, Screwdriver, etc.	R	12/26/2023			154103		
252 4350-1230	SUPPLIES, EQUIPMENT	Ladder, Screwdriver,		460.81				
I-60888	Mailbox Post Repair	R	12/26/2023			154103		
100 4475-1600	OPERATING SUPPLIES	Mailbox Post Repair		36.98				
I-61108	Brush, Leaktite Container	R	12/26/2023			154103		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Brush, Leaktite Cont		19.96				
I-61118	Calculator	R	12/26/2023			154103		
100 4160-1600	OPERATING SUPPLIES	Calculator		4.00				
I-61172	Side Boards for #445 & Ton	R	12/26/2023			154103		
100 4465-1220	SUPPLIES, VEHICLES	Side Boards for #445		49.02				
I-61224	Parks Ratchet Straps	R	12/26/2023			154103		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Parks Ratchet Straps		35.35				
I-61280	Solder Kit	R	12/26/2023			154103		
700 4823-1600	OPERATING SUPPLIES	Solder Kit		13.99				
I-61287	Poly Vac, Saning Kit	R	12/26/2023			154103		
252 4350-1600	OPERATING SUPPLIES	Poly Vac, Saning Kit		170.05				
I-61467	Nitrile Gloves, Fill Valve	R	12/26/2023			154103		
252 4350-1600	OPERATING SUPPLIES	Nitrile Gloves, Fill		17.97				
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Nitrile Gloves, Fill		8.98				
I-61574	Lambert Pk Rubber Ice Rink Mat	R	12/26/2023			154103		
100 4360-1230	SUPPLIES, EQUIPMENT	Lambert Pk Rubber Ic		1,682.29				
I-61599	Switch/Outlet Spacers, Duplex	R	12/26/2023			154103		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Switch/Outlet Spacer		35.74				
I-61616	Hose Cutter, Brush, etc.	R	12/26/2023			154103		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Hose Cutter, Brush,		223.82				
I-61839	Paint for Marking Trees	R	12/26/2023			154103		
100 4380-1200	SUPPLIES, LANDSCAPING	Paint for Marking Tr		11.96				
I-61842	Tank Sprayer, Tape	R	12/26/2023			154103		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	Tank Sprayer, Tape		25.68				
I-61856	CH Emergency Fence Setup Kit	R	12/26/2023			154103		
100 4460-1230	SUPPLIES, EQUIPMENT	CH Emergency Fence S		160.60				
I-61899	Strainer, Lock Cord, ZEP etc.	R	12/26/2023			154103		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	Strainer, Lock Cord,		134.43				
I-61906A	Tractor Blower Repair	R	12/26/2023			154103		
100 4360-1220	SUPPLIES, VEHICLES	Tractor Blower Repai		12.84				
I-61940	Mailbox Replacement Posts	R	12/26/2023			154103		
100 4475-1600	OPERATING SUPPLIES	Mailbox Replacement		1,348.70				5,265.85

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M4025	Metro Products, Inc.							
I-177654	Shop Supplies	R	12/26/2023			154107		
100 4465-1600	OPERATING SUPPLIES	Shop Supplies		87.84				87.84
M5300	Midway Ford Company							
I-612792	PD #163 Wtr Pump Replaced	R	12/26/2023			154108		
100 4465-5120	REPAIRS, VEHICLES	PD #163 Wtr Pump Rep		2,327.90				
I-804637	PD #115 Mirror	R	12/26/2023			154108		
100 4465-1220	SUPPLIES, VEHICLES	PD #115 Mirror		66.84				
I-805009	PW #110 Wiper Arm	R	12/26/2023			154108		
100 4465-1220	SUPPLIES, VEHICLES	PW #110 Wiper Arm		51.59				
I-805740	PW #646 Battery	R	12/26/2023			154108		
100 4465-1220	SUPPLIES, VEHICLES	PW #646 Battery		165.56				
I-807341	PD #191 Spot Light Assembly	R	12/26/2023			154108		
100 4465-1220	SUPPLIES, VEHICLES	PD #191 Spot Light A		562.10				3,173.99
M5607	Midwest Machinery Co							
I-9877105	PW #324 Yoke	R	12/26/2023			154109		
100 4360-1220	SUPPLIES, VEHICLES	PW #324 Yoke		389.36				389.36
M7635	MN Pollution Control Agency							
I-202312209392	Sewer Certification Fee K.P.	R	12/26/2023			154110		
730 4823-3630	TRAINING & CONFERENCES	Sewer Certification		45.00				45.00
M7969	Minute Maker Secretarial							
I-M1798	11-27 CC & EDA Mtgs	R	12/26/2023			154111		
100 4100-3030	OTHER PROFESSIONAL SERVICES	11-27 CC & EDA Mtgs		234.50				234.50
N5820	North Suburban Access Corporat							
I-2023-220	Nov 2023 AV Services	R	12/26/2023			154112		
210 4350-3030	OTHER PROFESSIONAL SERVICES	Nov 2023 AV Services		1,491.41				1,491.41
N7007	Northland Temporaries							
I-857025	12-3-2023 Janitor Services	R	12/26/2023			154113		
252 4350-3030	OTHER PROFESSIONAL SERVICES	12-3-2023 Janitor Se		810.00				
252 4730-3030	OTHER PROFESSIONAL SERVICES	12-3-2023 Janitor Se		324.00				
I-857048	12-10-2023 Janitor Services	R	12/26/2023			154113		
252 4730-3030	OTHER PROFESSIONAL SERVICES	12-10-2023 Janitor S		432.00				
252 4350-3030	OTHER PROFESSIONAL SERVICES	12-10-2023 Janitor S		783.00				2,349.00
N8525	Nystrom Publishing Co.							
I-47297	Winter Program Guide	R	12/26/2023			154114		
252 4732-3430	PRINTING	Winter Program Guide		5,195.04				5,195.04

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			DATE			NO	STATUS	AMOUNT
O5531	Optum Health							
I-0001528360	Nov 2023 COBRA Fee	R	12/26/2023			154115		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Nov 2023 COBRA Fee		65.75				65.75
O5535	O'Reilly Auto Parts							
I-3298-159219	PW #647 Coolant	R	12/26/2023			154116		
745 4417-1230	SUPPLIES, EQUIPMENT	PW #647 Coolant		89.94				
I-3298-159437	PW #324, PW #836	R	12/26/2023			154116		
100 4360-1220	SUPPLIES, VEHICLES	PW #324 Light Bulb		18.79				
730 4823-1220	SUPPLIES, VEHICLES	PW #836 Toggle Switc		7.99				
I-3298-159765	Sealer for Storm Sewer	R	12/26/2023			154116		
745 4415-1600	OPERATING SUPPLIES	Sealer for Storm Sew		115.92				232.64
O8025	Otter Lake Animal Care Center							
I-242093	Dog Boarding & Rescue Fee	R	12/26/2023			154117		
100 4200-3080	VETERINARY SERVICES	Dog Boarding & Rescu		202.00				202.00
P1565	Dave Perkins Contracting, Inc.							
I-28870	2606 Clearview, Water Repair	R	12/26/2023			154118		
700 4823-5155	REPAIR, WATER SERVICE	2606 Clearview, Wate		4,579.12				4,579.12
P3765	Petsmart							
I-202312199385	Ace K9 Food PO#2726 #1971	R	12/26/2023			154119		
100 4200-1600	OPERATING SUPPLIES	Ace K9 Food PO#2726		97.53				
I-202312199386	Grizz K9 Food PO 2726 #1971	R	12/26/2023			154119		
100 4200-1600	OPERATING SUPPLIES	Grizz K9 Food PO 272		179.98				277.51
P4123	Pioneer Press							
I-1123582106	WTP #2 Advertisement for Bid	R	12/26/2023			154120		
700 4823-7050	CONSTRUCTION	WTP #2 Advertisement		122.99				122.99
P7000	Precision Landscape and Tree,							
I-87777	Diseased Tree Removals	R	12/26/2023			154121		
100 4380-3520	TREE REMOVAL	Diseased Tree Remova		3,360.00				3,360.00
Q1048	Quadient Leasing USA, Inc.							
I-Q1091565	10-4 to 1-3-2024 Postage Pmt	R	12/26/2023			154122		
100 4160-4010	RENTAL, EQUIPMENT	10-3 to 1-3-24 Posta		474.42				474.42
R0096	Radarsign, LLC							
I-INV1552	2 Solar Speed Signs	R	12/26/2023			154123		
460 4200-1230	SUPPLIES, EQUIPMENT < \$5,000	2 Solar Speed Signs		8,290.00				8,290.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
R3002	Ramsey County							
I-EMCOM-011317	November Fleet Support Fee	R	12/26/2023			154124		
700 4823-3100	TELEPHONE		November Fleet Suppo	7.28				
745 4415-3100	TELEPHONE		November Fleet Suppo	7.28				
730 4823-3100	TELEPHONE		November Fleet Suppo	7.28				21.84
R3552	Rapp Strategies							
I-1686	Sept MVCC Expansion	R	12/26/2023			154125		
480 4160-3030	OTHER PROFESSIONAL SERVICES		Sept MVCC Expansion	6,000.00				
I-1719	Oct MVCC Expansion	R	12/26/2023			154125		
480 4160-3030	OTHER PROFESSIONAL SERVICES		Oct MVCC Expansion	6,000.00				12,000.00
R3567	Ralph Reeder Food Shelf							
I-202312209393	Food Shelf Donation	R	12/26/2023			154126		
100 4700-3900	GRANTS TO OTHER ORGANIZATIONS		Food Shelf Donation	2,000.00				2,000.00
S2400	City of St. Paul							
I-IN56648	Asphalt 2846 CRI Wtr Repair	R	12/26/2023			154127		
700 4823-1240	SUPPLIES, STREETS		Asphalt 2846 CRI Wtr	445.45				445.45
S3024	Stantec Consulting Services, I							
I-2157314	Storm Water Assess & Rehab	R	12/26/2023			154128		
745 4415-7050	CONSTRUCTION		Storm Water Assess &	1,769.60				
I-2161067	Genl Planning Services	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Genl Planning Servic	470.50				
I-2161069	Plan-8421 Spring Lk Rd/Ecklund	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Plan-8421 Spring Lk	48.75				
I-2161070	Plan-8441 Fairchild/8492 LL Rd	R	12/26/2023			154128		
100 2320	DEPOSIT PAYABLE		Plan-8441 Fairchild/	2,701.93				
I-2161071	Plan-Apple Tree Dental	R	12/26/2023			154128		
100 2320	DEPOSIT PAYABLE		Plan-Apple Tree Dent	2,085.18				
I-2161072	Plan-7655 Pleasant View	R	12/26/2023			154128		
100 2320	DEPOSIT PAYABLE		Plan-7655 Pleasant V	48.75				
I-2161073	Plan-2408 Co Rd I	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Plan-2408 Co Rd I	146.25				
I-2161074	Plan-7235 Parkview	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Plan-7235 Parkview	48.75				
I-2161075	Plan-7700 Silver Lk Rd	R	12/26/2023			154128		
100 2320	DEPOSIT PAYABLE		Plan-7700 Silver Lk	146.25				
I-2161076	Plan-2701 Mounds View Blvd	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Plan-2701 Mounds Vie	195.00				
I-2161077	Plan-7687 LL Road	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Plan-7687 LL Road	48.75				
I-2161078	Plan-7900 Woodlawn Rd	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Plan-7900 Woodlawn R	97.50				
I-2161079	General Engineering	R	12/26/2023			154128		
100 4180-3030	OTHER PROFESSIONAL SERVICES		Long Lake Woods	140.25				
745 4415-7050	CONSTRUCTION		Ardan Park Storm Wat	1,246.00				

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			DATE				NO	STATUS	AMOUNT
S3024	Stantec Consulting SerCONT								
I-2161079	General Engineering	R	12/26/2023				154128		
745 4415-3030	OTHER PROFESSIONAL SERVICES	Storm Water permitti		27.51					
100 4470-3030	OTHER PROFESSIONAL SERVICES	General Engineering		244.00					
745 4415-3030	OTHER PROFESSIONAL SERVICES	Hidden Hollows		561.00					
I-2165014	Storm Water & Wetland Permit	R	12/26/2023				154128		
230 2320	DEPOSIT PAYABLE	7700 Long Lake Road		561.00					
I-2165015	Ardan Park Dredging	R	12/26/2023				154128		
745 4415-7050	CONSTRUCTION	Ardan Park Dredging		8,683.00					
I-2165016	Silver View Pond Restoration	R	12/26/2023				154128		
745 4415-7050	CONSTRUCTION	Silver View Pond Res		14,259.42					33,529.39
S3824	Schmidt Curb Company								
I-23-03E	Long Lake Rd Sidewalk Repair	R	12/26/2023				154131		
700 4823-5140	REPAIRS, STREETS	Long Lake Rd Sidewal		2,500.00					
I-23-03F	5041 Edgewood Wtr Repair	R	12/26/2023				154131		
700 4823-5155	REPAIR, WATER SERVICE	5041 Edgewood Wtr Re		4,900.00					7,400.00
S3845	TA Schifsky and Sons								
I-202312209396	Hydrant Meter Deposit Refund	R	12/26/2023				154132		
700 2326	DEPOSITS-HYDRANTS	Hydrant Meter Deposi		2,500.00					
I-22-028/PATCH2	8158 Spring Lk Rd Serv Patch	R	12/26/2023				154132		
700 4823-5155	REPAIR, WATER SERVICE	8158 Spring Lk Rd Se		1,500.00					4,000.00
S4651	Signs Now								
I-I-7997	Festival in the Park Banners	R	12/26/2023				154133		
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Festival in the Park		732.09					732.09
S7510	City of Spring Lake Park								
I-202312199387	2023 Final Maintenance Exp	R	12/26/2023				154134		
255 4350-1600	OPERATING SUPPLIES	2023 Final Maintenanc		2,546.40					
255 4350-4800	INSURANCE & BONDS	2023 Final Maintenanc		2,593.00					
255 4350-1210	SUPPLIES, BUILDING & GROUNDS	2023 Final Maintenanc		450.81					
255 4350-5130	REPAIRS, EQUIPMENT	2023 Final Maintenanc		1,205.50					
255 4350-0150	SALARIES/WAGES, PART-TIME REG	2023 Final Maintenanc		5,120.00					
I-202312199388	2023 Lakeside Equip Usage	R	12/26/2023				154134		
255 4350-4010	RENTAL, EQUIPMENT	2023 Lakeside Equip		5,426.00					17,341.71
S8000	Star Tribune								
I-202312209397	10-9 to 1-8-2024 Newspaper	R	12/26/2023				154135		
100 4160-2100	BOOKS & PERIODICALS	10-9 to 1-8-2024 New		79.95					79.95
T1357	Terminix								
I-233736	Pest Control 12-7-2023	R	12/26/2023				154136		
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	Pest Control 12-7-20		59.50					
I-233737	PW Shop Pest Control	R	12/26/2023				154136		
100 4460-3030	OTHER PROFESSIONAL SERVICES	PW Shop Pest Control		60.00					119.50

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T4270	Thul Specialty Contracting, In							
I-3214	MV Blvd & LLR Basin Repair	R	12/26/2023			154137		
745 4415-5150	REPAIRS, UTILITY	MV Blvd & LLR Basin		5,600.00				5,600.00
T5000	Toll Gas & Welding Supply							
I-40185905	Propane & Propylene	R	12/26/2023			154138		
700 4823-1600	OPERATING SUPPLIES	Propane & Propylene		12.30				
730 4823-1600	OPERATING SUPPLIES	Propane & Propylene		12.30				24.60
T5053	Total Defense, Inc.							
I-00004	Officer Range Use & Training	R	12/26/2023			154139		
100 4200-3630	TRAINING & CONFERENCES	Officer Range Use &		170.00				170.00
T6022	Trane U.S. Inc.							
I-314197633	CH Boiler Repair	R	12/26/2023			154140		
100 4460-5130	REPAIRS, EQUIPMENT	CH Boiler Repair		3,333.00				3,333.00
T6100	Tri State Bobcat							
I-A29477	PW #708 Door Glass, Gasket	R	12/26/2023			154141		
700 4823-1230	SUPPLIES, EQUIPMENT	PW #708 Door Glass,		329.05				
I-A29549	PW #708 Stud & Nut	R	12/26/2023			154141		
700 4823-1230	SUPPLIES, EQUIPMENT	PW #708 Stud & Nut		30.14				
I-A29699	PW #430 Wiper Motor, Arm	R	12/26/2023			154141		
100 4465-1230	SUPPLIES, EQUIPMENT	PW #430 Wiper Motor,		522.35				
I-A30020	PW #IMP408 & PW #IMP414	R	12/26/2023			154141		
100 4465-1230	SUPPLIES, EQUIPMENT	PW #IMP408 Hyd Coupl		198.62				
100 4465-1230	SUPPLIES, EQUIPMENT	PW #IMP414 Bucket Ed		302.85				1,383.01
U5626	Upper Cut Tree Services							
I-5725	Diseased Tree Removals	R	12/26/2023			154142		
100 4380-3520	TREE REMOVAL	Diseased Tree Remova		75,978.00				
I-5735	Diseased Tree Removals	R	12/26/2023			154142		
100 4380-3520	TREE REMOVAL	Diseased Tree Remova		9,405.00				
I-5739	Diseased Tree Removals	R	12/26/2023			154142		
100 4380-3520	TREE REMOVAL	Diseased Tree Remova		6,337.00				91,720.00
U7301	U. S. Postal Service							
I-202312209398	4th Qtr UB, Permit 4408 Mail	R	12/26/2023			154143		
700 4820-3300	POSTAGE	4th Qtr UB, Permit 4		700.00				
730 4820-3300	POSTAGE	4th Qtr UB, Permit 4		700.00				
252 4732-3430	PRINTING	4th Qtr UB, Permit 4		700.00				2,100.00
V4105	Verizon Wireless							
I-9950278689	11-27-2023 to 12-26-2023	R	12/26/2023			154144		
100 4200-3100	TELEPHONE	FD Cell Phones		526.13				
100 4180-3100	TELEPHONE	Comm Dev Cell Phones		80.02				606.15

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VENDOR I.D.	NAME	STATUS	CHECK		AMOUNT	DISCOUNT	CHECK	CHECK	CHECK
			DATE				NO	STATUS	AMOUNT
W0565	Walters Recycling & Refuse Inc								
I-0007479508	December Recycling	R	12/26/2023				154145		
100 4460-3530	REFUSE COLLECTION	December Recycling			1,221.75				
252 4350-3530	REFUSE COLLECTION	December Recycling			563.41				
290 4420-3530	REFUSE COLLECTION	December Recycling			212.09				1,997.25
W1602	Water Conservation Service, In								
I-13629	Locate 11-12 Brighton & Ridge	R	12/26/2023				154146		
700 4823-5155	REPAIR, WATER SERVICE	Locate 11-12 Brighto			527.51				
I-13674	Locate 11-23 & 11-27	R	12/26/2023				154146		
700 4823-5150	REPAIRS, UTILITY	Locate 11-23 7990 L			526.20				
700 4823-5155	REPAIR, WATER SERVICE	Locate 11-27 2456 Cl			346.38				1,400.09
1	YLONEN, NICHOLAS								
I-000202401039452	US REFUND	R	1/09/2024				154147		
700 1152	UTILITY DELQ. RECIEVABLE	04-0560-01			13.73				13.73
1	STARR, MARION								
I-000202401039453	US REFUND	R	1/09/2024				154148		
700 1152	UTILITY DELQ. RECIEVABLE	17-0960-00			51.24				51.24
1	PROVEST								
I-000202401039454	US REFUND	R	1/09/2024				154149		
700 1152	UTILITY DELQ. RECIEVABLE	09-0480-02			8.69				8.69
1	BELLEPAR HOMES								
I-000202401049455	US REFUND	R	1/09/2024				154150		
700 1152	UTILITY DELQ. RECIEVABLE	09-2080-00			56.74				56.74
1	BellePar Homes								
I-202312269414	Escrow Refund	R	1/09/2024				154151		
100 2320	DEPOSIT PAYABLE	BellePar Homes: Escr			1,000.00				1,000.00
1	Helen Major								
I-202401049456	Reissue VD Ck	R	1/09/2024				154152		
700 1152	UTILITY DELQ. RECIEVABLE	Helen Major: Reissue			27.73				27.73
A5080	Amazon Capital Services								
I-11CC-YVCH-TC9C	Electric Heater	R	1/09/2024				154153		
100 4160-1600	OPERATING SUPPLIES	Electric Heater			49.98				
I-17HF-TQXY-Y469	TV, Coffee, Cold Compress etc	R	1/09/2024				154153		
252 4732-1230	SUPPLIES, EQUIPMENT	TV, Coffee, Cold Com			736.64				
I-17JG-K1V3-WQ61	Melt Spreader, Jump-Start etc	R	1/09/2024				154153		
252 4350-1210	SUPPLIES, BUILDING & GROUNDS	Melt Spreader, Jump-			249.00				
100 4465-1600	OPERATING SUPPLIES	Melt Spreader, Jump-			314.82				
I-1DTV-M41L-WXD6	Printer, Calendars, etc	R	1/09/2024				154153		
100 4200-1230	SUPPLIES, EQUIPMENT	Printer, Calendars,			86.87				
100 4200-1600	OPERATING SUPPLIES	Printer, Calendars,			86.76				
I-1PFC-NN6K-TNXN	Earphones, Mounting Tape etc.	R	1/09/2024				154153		

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VENDOR I.D.	NAME	STATUS	CHECK		AMOUNT	DISCOUNT	CHECK	CHECK	CHECK
			DATE				NO	STATUS	AMOUNT
A5080	Amazon Capital ServiceCONT								
I-1PFC-NN6K-TNXN	Earphones, Mounting Tape etc.	R	1/09/2024				154153		
100 4160-1600	OPERATING SUPPLIES	Earphones, Mounting			53.56				
I-1V47-RQ4D-XFNN	Sign Stand, Monitor Stand etc.	R	1/09/2024				154153		
100 4150-1230	SUPPLIES, EQUIPMENT	Sign Stand, Monitor			339.97				
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Sign Stand, Monitor			595.44				2,513.04
A7117	Architect Mechanical, Inc.								
I-25295	PW Shop Rep Tube Heat Vent	R	1/09/2024				154155		
100 4460-5130	REPAIRS, EQUIPMENT	PW Shop Rep Tube Hea			210.00				210.00
B3070	Gayle Bauman								
I-202401029415	Cell Phone & Mileage Expense	R	1/09/2024				154156		
100 4150-3100	COMMUNICATIONS	Cell Phone			100.00				
100 4150-3630	TRAINING & CONFERENCES	Mileage Expense			13.10				113.10
C1470	Cardmember Service								
I-202312260480	WALGREENS	R	1/09/2024				154157		
100 4200-3030	OTHER PROFESSIONAL SERVICES	Holiday cards			16.78				
I-202312261049	WALMART	R	1/09/2024				154157		
100 4150-2100	BOOKS & PERIODICALS	Books - leadership g			5.83				
I-202312262067	AMAZON	R	1/09/2024				154157		
100 4200-3070	COPS EVENTS	Shop with Cop			107.82				
I-202312262544	DOLLAR TREE	R	1/09/2024				154157		
252 4732-1230	SUPPLIES, EQUIPMENT	Cookies with Santa			8.11				
I-202312262563	WM SUPERCENTER	R	1/09/2024				154157		
252 4732-1230	SUPPLIES, EQUIPMENT	Cookies with Santa			168.81				
I-202312263212	TARGET	R	1/09/2024				154157		
100 4200-3070	COPS EVENTS	Heros & Helpers			280.45				
I-202312263220	TARGET	R	1/09/2024				154157		
100 4200-3070	COPS EVENTS	Heros & Helpers			463.14				
I-202312263246	TARGET	R	1/09/2024				154157		
100 4200-3070	COPS EVENTS	Heros & Helpers			140.19				
I-202312263253	TARGET	R	1/09/2024				154157		
100 4200-3070	COPS EVENTS	Heros & Helpers			290.21				
I-202312263633	COSTCO	R	1/09/2024				154157		
252 4732-1230	SUPPLIES, EQUIPMENT	Cookies with Santa			222.31				
I-202312264072	FACEBOOK	R	1/09/2024				154157		
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Rec program ads			75.00				
I-202312264199	BLUEBEAM	R	1/09/2024				154157		
100 4180-1230	SUPPLIES, EQUIPMENT	12/4/23-12/4/24			300.00				
I-202312264427	PAYPAL MNFEA	R	1/09/2024				154157		
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Membership			125.00				
I-202312264450	PAPA JOHNS	R	1/09/2024				154157		
100 4200-3070	COPS EVENTS	Heros & Helpers			174.73				
I-202312264953	AMAZON	R	1/09/2024				154157		
100 4200-3070	COPS EVENTS	Shop with Cop			20.54				
I-202312267706	FMCSA D&A CLEARINGHOUSE	R	1/09/2024				154157		

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VENDOR I.D.	NAME	STATUS	CHECK	AMOUNT	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
C1470	Cardmember Service CONT							
I-202312267706	FMCSA D&A CLEARINGHOUSE	R	1/09/2024			154157		
100 4160-3030	OTHER PROFESSIONAL SERVICES	FMCSA Query Plan		25.00				
I-202312267953	CUB FOODS	R	1/09/2024			154157		
252 4732-1230	SUPPLIES, EQUIPMENT	Cookies with Santa		163.39				
I-202312268062	USPS	R	1/09/2024			154157		
100 4380-3030	OTHER PROFESSIONAL SERVICES	Postage tree letters		337.75				
I-202312268741	WALGREENS	R	1/09/2024			154157		
100 4200-3030	OTHER PROFESSIONAL SERVICES	Holiday cards		13.98				
I-202312269383	PAYPAL MNFEA	R	1/09/2024			154157		
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	Conference		250.00				
I-202312269600	GOVERNMENT FINANCE OFF	R	1/09/2024			154157		
100 4150-3610	MEMBERSHIPS	GFOA dues renewal		340.00				
I-202312269859	ALDI	R	1/09/2024			154157		
100 4200-3070	COPS EVENTS	Heros & Helpers		40.22				3,569.26
C3255	Central Rental							
I-1-612350	Tile Saw for Storm Repair	R	1/09/2024			154161		
745 4415-4010	RENTAL, EQUIPMENT	Tile Saw for Storm R		90.39				90.39
C3425	Century Fence Company							
I-239544101	Shop SW Gate Repair	R	1/09/2024			154162		
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	Shop SW Gate Repair		1,165.00				1,165.00
C4510	Cintas - Chicago							
I-4177866694	Uniforms & Clothing	R	1/09/2024			154163		
100 4360-2400	UNIFORM & CLOTHING	Uniforms & Clothing		27.58				
100 4410-2400	UNIFORM & CLOTHING	Uniforms & Clothing		4.07				
100 4460-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		0.47				
100 4465-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		5.70				
100 4470-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		12.69				
100 4472-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		8.73				
100 4475-2400	UNIFORMS & CLOTHING	Uniforms & Clothing		2.68				
700 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		18.74				
700 4825-2400	UNIFORM & CLOTHING	Uniforms & Clothing		3.49				
730 4823-2400	UNIFORM & CLOTHING	Uniforms & Clothing		21.42				
745 4415-2400	UNIFORM & CLOTHING	Uniforms & Clothing		9.08				
745 4417-2400	UNIFORM & CLOTHING	Uniforms & Clothing		1.74				116.39
C6985	City of Coon Rapids							
I-14203	2023 Sealcoating/Legal Costs	R	1/09/2024			154164		
485 4470-7050	CONSTRUCTION	2023 Sealcoating/Leg		1,065.99				1,065.99

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D2515	Dell Marketing L.P.							
I-10721173911	Two Computer Monitors	R	1/09/2024			154165		
100 4160-1230	SUPPLIES, EQUIPMENT	Two Computer Monitor		294.38				294.38
E7500	Rayla Ewald							
I-202401029418	Background Checks, Cell etc	R	1/09/2024			154166		
100 4130-3100	TELEPHONE	Cell Phone		100.00				
100 4160-1600	OPERATING SUPPLIES	Costco Batteries		22.75				
100 4160-3030	OTHER PROFESSIONAL SERVICES	Background Checks		100.00				222.75
G8020	Grainger							
I-9939889193	Hillview Hockey Light Repair	R	1/09/2024			154167		
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	Hillview Hockey Ligh		131.25				131.25
H2805	Hawkins, Inc.							
I-6646078	Chlorine Cylinder Rental	R	1/09/2024			154168		
700 4825-1600	OPERATING SUPPLIES	Chlorine Cylinder Re		140.00				140.00
L5013	Sarah Le Voir							
I-202312269403	Police Dept Events Expense	R	1/09/2024			154169		
100 4200-3070	COPS EVENTS	Police Dept Events E		719.73				719.73
M0825	MR Sign Co., Inc.							
I-222714	8 Stop Signs	R	1/09/2024			154170		
100 4475-1600	OPERATING SUPPLIES	8 Stop Signs		190.29				190.29
M1477	Ridgeway and Associates							
I-2550	Therapy Sessions & Check Ins	R	1/09/2024			154171		
100 4200-3030	OTHER PROFESSIONAL SERVICES	Therapy Sessions & C		680.00				680.00
M1503	Martin Marietta							
I-41091788	Wtr Serv Rep. Ridge Lane	R	1/09/2024			154172		
700 4823-1240	SUPPLIES, STREETS	Wtr Serv Rep. Ridge		463.55				463.55
M3505	Menards - Blaine							
I-62170	Storm Manhole Repair	R	1/09/2024			154173		
745 4415-1600	OPERATING SUPPLIES	Storm Manhole Repair		114.74				
I-62172	Ice Machine Installation	R	1/09/2024			154173		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	Ice Machine Installa		192.80				
I-62189	Ice Machine Installation	R	1/09/2024			154173		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	Ice Machine Installa		15.85				
I-62220	Ice Machine Installation	R	1/09/2024			154173		
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	Ice Machine Installa		74.29				397.68

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M5300	Midway Ford Company							
I-613372	PD #193 Electrical Diagnosis	R	1/09/2024			154174		
100 4465-5120	REPAIRS, VEHICLES	PD #193 Electrical D		333.00				
I-808812	PD #192 & Stock, Battery	R	1/09/2024			154174		
100 4465-1220	SUPPLIES, VEHICLES	PD #192 & Stock, Bat		331.12				
I-809239	PD #191 Gasket & O-Ring	R	1/09/2024			154174		
100 4465-1220	SUPPLIES, VEHICLES	PD #191 Gasket & O-R		15.84				679.96
M5730	MN Occupational Health							
I-447688	Drug Screen & Exam, D.Keding	R	1/09/2024			154175		
100 4160-3030	OTHER PROFESSIONAL SERVICES	Drug Screen & Exam,		172.00				172.00
M7969	Minute Maker Secretarial							
I-M1806	Dec 4,6,11 CC,TNT & Planning	R	1/09/2024			154176		
100 4100-3030	OTHER PROFESSIONAL SERVICES	Dec 4 & 11 CC & Trut		393.50				
100 4110-3030	OTHER PROFESSIONAL SERVICES	Dec 6 Planning Commi		159.00				552.50
N4800	Norseman Awards							
I-2703	Name Tags & Badges	R	1/09/2024			154177		
100 4160-1600	OPERATING SUPPLIES	Name Tags & Badges		31.86				31.86
P7000	Precision Landscape and Tree,							
I-87593	Tree Removals	R	1/09/2024			154178		
100 4380-3520	TREE REMOVAL	Tree Removals		14,840.00				14,840.00
T5000	Toll Gas & Welding Supply							
I-10544228	Propane Fill	R	1/09/2024			154179		
700 4823-1600	OPERATING SUPPLIES	Propane Fill		38.31				
730 4823-1600	OPERATING SUPPLIES	Propane Fill		38.31				76.62
T6010	TransUnion Risk and Alternativ							
I-1065517-202312-1	December TLO Subscription	R	1/09/2024			154180		
100 4200-3030	OTHER PROFESSIONAL SERVICES	December TLO Subscri		75.00				75.00
T6022	Trane U.S. Inc.							
I-314191556	Repair Leaking Boiler Valve	R	1/09/2024			154181		
252 4350-5130	REPAIRS, EQUIPMENT	Repair Leaking Boile		1,081.00				1,081.00
U5626	Upper Cut Tree Services							
I-5740	Diseased Trees Removed	R	1/09/2024			154182		
100 4380-3520	TREE REMOVAL	Diseased Trees Remov		5,952.00				
I-5743	Diseased Trees Removed	R	1/09/2024			154182		
100 4380-3520	TREE REMOVAL	Diseased Trees Remov		3,952.00				
I-5747	Diseased Trees Removed	R	1/09/2024			154182		
100 4380-3520	TREE REMOVAL	Diseased Trees Remov		23,970.00				33,874.00

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VENDOR I.D.	NAME	STATUS	CHECK		DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
V4105	Verizon Wireless							
I-9952550665	11-24 to 12-23-2023 Phones	R	1/09/2024			154183		
100 4180-3100	TELEPHONE		11-24 to 12-23-2023	128.69				
100 4200-3100	TELEPHONE		11-24 to 12-23-2023	924.87				
100 4360-3100	TELEPHONE		11-24 to 12-23-2023	116.60				
100 4410-3100	Telephone		11-24 to 12-23-2023	123.69				
100 4460-3100	Telephone		11-24 to 12-23-2023	64.15				
100 4465-3100	TELEPHONE		11-24 to 12-23-2023	41.23				
100 4470-3100	TELEPHONE		11-24 to 12-23-2023	65.37				
252 4350-3100	TELEPHONE		11-24 to 12-23-2023	199.79				
700 4823-3100	TELEPHONE		11-24 to 12-23-2023	197.49				
730 4823-3100	TELEPHONE		11-24 to 12-23-2023	184.70				
745 4415-3100	TELEPHONE		11-24 to 12-23-2023	117.47				2,164.05
V5000	Viking Automatic Sprinkler Co.							
I-1025-F319258	Fire Control Monitoring	R	1/09/2024			154184		
100 4460-3030	OTHER PROFESSIONAL SERVICES	Fire Control Monitor		625.00				625.00
X6000	Xcel Energy							
C-849447883	9/17/23-10/16/23 Overpd	R	1/09/2024			154185		
740 4416-3210	ELECTRICITY		9/17/23-10/16/23 Ove	0.50CR				
I-858457556	11/14/23-12/17/23	R	1/09/2024			154185		
100 4200-3210	ELECTRICITY		11/14/23-12/17/23	43.39				
100 4360-3210	ELECTRICITY		11/14/23-12/17/23	901.23				
100 4360-3220	NATURAL GAS		11/14/23-12/17/23	681.78				
100 4460-3210	ELECTRICITY		11/14/23-12/17/23	3,517.43				
100 4460-3220	NATURAL GAS		11/14/23-12/17/23	2,788.83				
100 4475-3250	ELECTRICTY-TRAFFIC LIGHTS		11/14/23-12/17/23	325.85				
252 4350-3210	ELECTRICITY		11/14/23-12/17/23	4,727.73				
252 4350-3220	NATURAL GAS		11/14/23-12/17/23	2,490.28				
255 4350-3210	ELECTRICITY		11/14/23-12/17/23	114.21				
700 4823-3220	NATURAL GAS		11/14/23-12/17/23	1,153.40				
700 4825-3210	ELECTRICITY		11/14/23-12/17/23	11,334.94				
730 4823-3210	ELECTRICITY		11/14/23-12/17/23	277.62				
740 4416-3210	ELECTRICITY		11/14/23-12/17/23	8,405.45				36,761.64
B5015	Bond Trust Services Corporatio							
I-85191	Series 2017A GO Bonds	R	1/09/2024			154187		
506 4750-8030	PAYING AGENT FEES	Series 2017A GO Bond		475.00				475.00
C7303	Craig Rapp, LLC							
I-CPG-MDV-01.01.24.2	Annual Fee Leadership Dev Prog	R	1/09/2024			154188		
100 4130-3630	TRAINING & CONFERENCES	Annual Fee Leadershi		1,600.00				1,600.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
D8025	DVS Renewal							
I-202401039420	Tabs #323 2020 Ford x48673	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #323 2020 Ford	20.25				
I-202401039421	Tabs #458 2021 Mack x001671	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #458 2021 Mack	20.25				
I-202401039422	Tabs #456 2020 Ford x48672	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #456 2020 Ford	20.25				
I-202401039423	Tabs #838 2019 Ford x77507	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #838 2019 Ford	20.25				
I-202401039424	Tabs #453 2018 Mack x010381	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #453 2018 Mack	20.25				
I-202401039425	Tabs #172 2017 Ford x86265	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #172 2017 Ford	20.25				
I-202401039426	Tabs #710 2017 Ford x34430	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #710 2017 Ford	20.25				
I-202401039427	Tabs #454 2017 TRL x1004474	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #454 2017 Fell	20.25				
I-202401039428	Tabs #452 2017 Ford x27473	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #452 2017 Ford	20.25				
I-202401039429	Tabs #837 2017 Ford x80040	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #837 2017 Ford	20.25				
I-202401039430	Tabs #317 2015 Ford x55441	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #317 2015 Ford	20.25				
I-202401039431	Tabs #709 2015 Ford x71021	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #709 2015 Ford	20.25				
I-202401039432	Tabs #451 2015 Ford x71029	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #451 2015 Ford	20.25				
I-202401039433	Tabs #450 2014 Ford x28595	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #450 2014 Ford	20.25				
I-202401039434	Tabs #455 2014 Ford x102965	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #455 2014 Ford	20.25				
I-202401039435	Tabs #647 2014 x018891	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #647 2014 Intl	20.25				
I-202401039436	Tabs #144 2014 Ford x61627	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #144 2014 Ford	20.25				
I-202401039437	Tabs #836 2012 x591184	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #836 2012 Intl	20.25				
I-202401039438	Tabs #448 2012 Ford x70104	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #448 2012 Ford	20.25				
I-202401039439	Tabs #445 2011 x6824	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #445 2011 FRHT	20.25				
I-202401039440	Tabs #646 2011 Ford x30936	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #646 2011 Ford	20.25				
I-202401039441	Tabs #444 2008 x1023934	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #444 2008 REDI	20.25				
I-202401039442	Tabs #309 2006 x96438	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES		Tabs #309 2006 STRG	20.25				
I-202401039443	Tabs #705 1989 x1005396	R	1/09/2024			154189		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
D8025	DVS Renewal	CONT						
I-202401039443	Tabs #705 1989 x1005396	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #705 1989 REDI		20.25				
I-202401039444	Tabs #834 2001 Ford x62781	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #834 2001 Ford		20.25				
I-202401039445	Tabs #706 2002 Ford x81193	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #706 2002 Ford		20.25				
I-202401039446	Tabs #439 2004 BIG x161539	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #439 2004 BIG		20.25				
I-202401039447	Tabs #308 2005 Ford x18387	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #308 2005 Ford		20.25				
I-202401039448	Tabs #447 2006 Ford x52058	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #447 2006 Ford		20.25				
I-202401039449	Tabs #102 2006 Ford x83660	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #102 2006 Ford		20.25				
I-202401039450	Tabs #109 2014 Ford x102967	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #109 2014 Ford		20.25				
I-202401039451	Tabs #143 2014 Ford x102966	R	1/09/2024			154189		
100 4465-1600	OPERATING SUPPLIES	Tabs #143 2014 Ford		20.25				648.00
G5200	GoodPointe Technology, Inc.							
I-4473	2024 ICON Pavement Mgmt	R	1/09/2024			154195		
100 4470-3030	OTHER PROFESSIONAL SERVICES	2024 ICON Pavement M		1,995.00				1,995.00
L5017	Leadership Growth Groups, LLC							
I-24206	2024 Leadership Series NZ	R	1/09/2024			154196		
100 4130-3630	TRAINING & CONFERENCES	2024 Leadership Grow		600.00				
I-24503	2024 Leadership Series DP	R	1/09/2024			154196		
100 4410-3630	TRAINING & CONFERENCES	2024 Leadership Grow		600.00				
I-24505	2024 Leadership Series BB	R	1/09/2024			154196		
230 4650-3630	TRAINING & CONFERENCES	2024 Leadership Grow		600.00				
I-24513	2024 Leadership Series GB	R	1/09/2024			154196		
100 4150-3630	TRAINING & CONFERENCES	2024 Leadership Grow		600.00				2,400.00
L5020	League of Minnesota Cities							
I-397020	2024 Elected Leaders S.Gunn	R	1/09/2024			154197		
100 4100-3630	TRAINING & CONFERENCES	2024 Elected Leaders		350.00				
I-397829	Peace Officer Training Online	R	1/09/2024			154197		
100 4200-3630	TRAINING & CONFERENCES	Peace Officer Traini		1,530.00				1,880.00
M4027	Metro-INET							
I-1689	January '24 IT Support	R	1/09/2024			154198		
100 4160-5100	REPAIRS, COMPUTERS	January '24 IT Suppo		11,904.00				
100 4200-5100	REPAIRS, COMPUTERS	January '24 IT Suppo		6,350.00				
252 4350-3100	TELEPHONE	January '24 IT Suppo		410.00				
252 4732-5130	REPAIRS, EQUIPMENT	January '24 IT Suppo		350.00				19,014.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
M4600	Metro Council Environmental Se							
I-0001165610	January Wastewater Service	R	1/09/2024			154199		
730 4823-3230	WASTE WATER DISPOSAL	January Wastewater S		103,231.63				103,231.63
M7150	MN Chiefs of Police Assn. (ETI							
I-15149	2024 MCPA Memberships	R	1/09/2024			154200		
100 4200-3610	MEMBERSHIPS	2024 MCPA Membership		477.00				477.00
M7305	MN Dept of Agriculture							
I-202312269404	'24 Pest A&E Renewal Geisbauer	R	1/09/2024			154201		
100 4360-3630	TRAINING & CONFERENCES	Pest A&E Renewal B.G		10.00				
I-202312269405	2024 Pest A&E Renewal Szurek	R	1/09/2024			154201		
100 4360-3630	TRAINING & CONFERENCES	2024 Pest A&E Renewa		10.00				
I-202312269407	2024 Pest A&E Renewal Atkinson	R	1/09/2024			154201		
100 4360-3630	TRAINING & CONFERENCES	2024 Pest A&E Renewa		10.00				30.00
M7675	MN Recreation & Park Associati							
I-202312269408	2024 Agency Membership Fee	R	1/09/2024			154202		
252 4350-3630	TRAINING & CONFERENCES	2024 Agency Membersh		525.00				
I-202312269409	2024 Membership Dues Margo	R	1/09/2024			154202		
252 4350-3630	TRAINING & CONFERENCES	2024 Membership Dues		180.00				
I-202312269410	2024 Membership Fee Vandecar	R	1/09/2024			154202		
252 4350-3630	TRAINING & CONFERENCES	2024 Membership Fee		180.00				
I-202312269411	2024 Membership Dues Thomas	R	1/09/2024			154202		
252 4350-3630	TRAINING & CONFERENCES	2024 Membership Dues		180.00				
I-202312269412	2024 Membership Dues Peterson	R	1/09/2024			154202		
252 4350-3630	TRAINING & CONFERENCES	2024 Membership Dues		180.00				1,245.00
N2813	Governmentjobs.com, Inc							
I-INV-29859	2024 Insight, Onboard, etc.	R	1/09/2024			154203		
100 4160-3610	MEMBERSHIPS	2024 Insight, Onboar		9,908.00				9,908.00
N5300	North Metro Mayors Assn							
I-99000669	2024 Membership Fee	R	1/09/2024			154204		
100 4100-3610	MEMBERSHIPS	2024 Membership Fee		5,352.00				5,352.00
R3002	Ramsey County							
I-PRRRV-002454	1ST Qtr Election Services	R	1/09/2024			154205		
100 4140-3030	OTHER PROFESSIONAL SERVICES	1ST Qtr Election Ser		7,816.00				7,816.00
S4305	Shifty's Premium Cuts							
I-202401049457	EDA Forgivable Loan	R	1/09/2024			154206		
230 4650-9300	BUSINESS LOANS/SUBSIDIES	EDA Forgivable Loan		5,000.00				5,000.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
S7520	Spring Lake Park Fire Departme							
I-202401029419	Jan-Feb 2024 Fire Protection	R	1/09/2024			154207		
100 4210-3032	CONTRACTUAL FIRE SERVICES	Jan-Feb 2024 Fire Pr		84,665.00				84,665.00
S8000	Star Tribune							
I-202401029416	1-2-24 to 7-2-24 Newspaper	R	1/09/2024			154208		
100 4160-2100	BOOKS & PERIODICALS	1-2-24 to 7-2-24 New		128.60				128.60
T6033	Tri-County Law Enforcement							
I-202312269413	2024 Tri-County Annual Dues	R	1/09/2024			154209		
100 4200-3610	MEMBERSHIPS	2024 Tri-County Annu		90.00				90.00
T7125	Tyler Technologies, Inc.							
I-025-445420	2024 Annual Fees	R	1/09/2024			154210		
100 4150-5130	REPAIRS, EQUIPMENT	2024 Annual Fees		8,076.20				
700 4820-5130	REPAIRS, EQUIPMENT	2024 Annual Fees		7,456.26				
730 4820-5130	REPAIRS, EQUIPMENT	2024 Annual Fees		7,456.27				22,988.73
V4105	Verizon Wireless							
I-9952748320	12/27/23 to 1/26/24 Phones	R	1/09/2024			154211		
100 4200-3100	TELEPHONE	12/27/23 to 1/26/24		526.13				
100 4180-3100	TELEPHONE	12/27/23 to 1/26/24		80.02				606.15

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	139	682,906.99	0.00	682,879.26
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	1 VOID DEBITS	0.00		
	VOID CREDITS	27.73CR	27.73CR	0.00

TOTAL ERRORS: 0

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 2320	DEPOSIT PAYABLE	5,982.11
100 4100-3030	OTHER PROFESSIONAL SERVICES	628.00
100 4100-3610	MEMBERSHIPS	5,352.00
100 4100-3630	TRAINING & CONFERENCES	350.00
100 4110-3030	OTHER PROFESSIONAL SERVICES	159.00
100 4110-3900	GRANTS TO OTHER ORGANIZATIONS	2,149.05

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** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 4130-2100	BOOKS & PERIODICALS	151.95
100 4130-3100	TELEPHONE	100.00
100 4130-3630	TRAINING & CONFERENCES	2,200.00
100 4140-3030	OTHER PROFESSIONAL SERVICES	7,816.00
100 4150-1230	SUPPLIES, EQUIPMENT	339.97
100 4150-2100	BOOKS & PERIODICALS	5.83
100 4150-3100	COMMUNICATIONS	100.00
100 4150-3610	MEMBERSHIPS	340.00
100 4150-3630	TRAINING & CONFERENCES	613.10
100 4150-5130	REPAIRS, EQUIPMENT	8,076.20
100 4160-1230	SUPPLIES, EQUIPMENT	460.77
100 4160-1600	OPERATING SUPPLIES	708.48
100 4160-2100	BOOKS & PERIODICALS	208.55
100 4160-3030	OTHER PROFESSIONAL SERVICES	362.75
100 4160-3610	MEMBERSHIPS	9,908.00
100 4160-4010	RENTAL, EQUIPMENT	474.42
100 4160-5100	REPAIRS, COMPUTERS	11,904.00
100 4180-1230	SUPPLIES, EQUIPMENT	300.00
100 4180-3030	OTHER PROFESSIONAL SERVICES	21,928.98
100 4180-3100	TELEPHONE	288.73
100 4200-1230	SUPPLIES, EQUIPMENT	267.67
100 4200-1600	OPERATING SUPPLIES	364.27
100 4200-3020	PROSECUTING ATTORNEY SERVICES	6,125.00
100 4200-3030	OTHER PROFESSIONAL SERVICES	785.76
100 4200-3070	COPS EVENTS	2,237.03
100 4200-3080	VETERINARY SERVICES	3,369.07
100 4200-3100	TELEPHONE	1,977.13
100 4200-3210	ELECTRICITY	43.39
100 4200-3610	MEMBERSHIPS	567.00
100 4200-3630	TRAINING & CONFERENCES	1,700.00
100 4200-4800	INSURANCE & BONDS	721.72
100 4200-5100	REPAIRS, COMPUTERS	6,350.00
100 4210-3030	OTHER PROFESSIONAL SERVICES	3,099.42
100 4210-3032	CONTRACTUAL FIRE SERVICES	84,665.00
100 4360-1210	SUPPLIES, BUILDINGS & GROUNDS	367.48
100 4360-1220	SUPPLIES, VEHICLES	468.70
100 4360-1230	SUPPLIES, EQUIPMENT	2,671.55
100 4360-2400	UNIFORM & CLOTHING	112.96
100 4360-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	24.68
100 4360-3100	TELEPHONE	116.60
100 4360-3210	ELECTRICITY	901.23
100 4360-3220	NATURAL GAS	681.78
100 4360-3630	TRAINING & CONFERENCES	30.00
100 4360-5110	REPAIRS, BUILDINGS & GROUNDS	720.00
100 4380-1200	SUPPLIES, LANDSCAPING	11.96
100 4380-3030	OTHER PROFESSIONAL SERVICES	337.75

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
100 4380-3520	TREE REMOVAL	143,794.00
100 4410-1600	OPERATING SUPPLIES	151.95
100 4410-2400	UNIFORM & CLOTHING	16.67
100 4410-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	7.61
100 4410-3100	Telephone	123.69
100 4410-3630	TRAINING & CONFERENCES	600.00
100 4460-1210	SUPPLIES, BUILDINGS & GROUNDS	443.05
100 4460-1230	SUPPLIES, EQUIPMENT	160.60
100 4460-1600	OPERATING SUPPLIES	591.35
100 4460-2400	UNIFORMS & CLOTHING	1.92
100 4460-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	0.36
100 4460-3030	OTHER PROFESSIONAL SERVICES	3,966.07
100 4460-3100	Telephone	64.15
100 4460-3210	ELECTRICITY	3,517.43
100 4460-3220	NATURAL GAS	2,788.83
100 4460-3530	REFUSE COLLECTION	1,221.75
100 4460-5110	REPAIRS, BUILDINGS & GROUNDS	5,616.60
100 4460-5130	REPAIRS, EQUIPMENT	3,543.00
100 4465-0500	WORKERS COMPENSATION	754.32
100 4465-1220	SUPPLIES, VEHICLES	1,242.07
100 4465-1230	SUPPLIES, EQUIPMENT	1,037.17
100 4465-1600	OPERATING SUPPLIES	1,482.82
100 4465-1701	MOTOR FUELS & LUBRICANTS - DSL	9,439.25
100 4465-2400	UNIFORMS & CLOTHING	23.35
100 4465-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	29.14
100 4465-3100	TELEPHONE	41.23
100 4465-5120	REPAIRS, VEHICLES	2,660.90
100 4470-1240	SUPPLIES, STREETS	101.70
100 4470-2400	UNIFORMS & CLOTHING	51.97
100 4470-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	14.12
100 4470-3030	OTHER PROFESSIONAL SERVICES	2,239.00
100 4470-3100	TELEPHONE	65.37
100 4472-2400	UNIFORMS & CLOTHING	35.75
100 4472-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	7.86
100 4472-3100	Telephone	234.00
100 4475-1600	OPERATING SUPPLIES	1,575.97
100 4475-2400	UNIFORMS & CLOTHING	10.97
100 4475-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	2.34
100 4475-3250	ELECTRICITY-TRAFFIC LIGHTS	325.85
100 4653-3045	CONTRACTUAL N. METRO CONF BURE	664.55
100 4700-3900	GRANTS TO OTHER ORGANIZATIONS	2,000.00
	*** FUND TOTAL ***	390,273.77
210 4350-3030	OTHER PROFESSIONAL SERVICES	1,491.41
	*** FUND TOTAL ***	1,491.41

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
230 2320	DEPOSIT PAYABLE	806.00
230 4650-3100	TELEPHONE	50.00
230 4650-3630	TRAINING & CONFERENCES	600.00
230 4650-3800	MILEAGE & PARKING	53.97
230 4650-9300	BUSINESS LOANS/SUBSIDIES	5,000.00
	*** FUND TOTAL ***	6,509.97
252 4350-1210	SUPPLIES, BUILDING & GROUNDS	249.00
252 4350-1230	SUPPLIES, EQUIPMENT	493.76
252 4350-1600	OPERATING SUPPLIES	781.89
252 4350-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	79.24
252 4350-3030	OTHER PROFESSIONAL SERVICES	3,241.88
252 4350-3100	TELEPHONE	609.79
252 4350-3210	ELECTRICITY	4,727.73
252 4350-3220	NATURAL GAS	2,490.28
252 4350-3530	REFUSE COLLECTION	563.41
252 4350-3630	TRAINING & CONFERENCES	1,245.00
252 4350-5110	REPAIRS, BUILDINGS & GROUNDS	491.76
252 4350-5130	REPAIRS, EQUIPMENT	1,081.00
252 4730-3030	OTHER PROFESSIONAL SERVICES	769.64
252 4732-1230	SUPPLIES, EQUIPMENT	1,299.26
252 4732-3030	OTHER PROFESSIONAL SERVICES	990.00
252 4732-3430	PRINTING	5,895.04
252 4732-5130	REPAIRS, EQUIPMENT	350.00
	*** FUND TOTAL ***	25,358.68
255 4350-0150	SALARIES/WAGES, PART-TIME REG	5,120.00
255 4350-1210	SUPPLIES, BUILDING & GROUNDS	450.81
255 4350-1600	OPERATING SUPPLIES	2,546.40
255 4350-3210	ELECTRICITY	114.21
255 4350-4010	RENTAL, EQUIPMENT	5,426.00
255 4350-4800	INSURANCE & BONDS	2,593.00
255 4350-5130	REPAIRS, EQUIPMENT	1,205.50
	*** FUND TOTAL ***	17,455.92
290 4420-1600	OPERATING SUPPLIES	7,166.21
290 4420-3530	REFUSE COLLECTION	212.09
	*** FUND TOTAL ***	7,378.30
460 4200-1230	SUPPLIES, EQUIPMENT < \$5,000	8,290.00
	*** FUND TOTAL ***	8,290.00
480 4160-3030	OTHER PROFESSIONAL SERVICES	20,750.00
	*** FUND TOTAL ***	20,750.00
485 4470-7050	CONSTRUCTION	1,065.99

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
485 4470-7050-325	2023 STREET PROJECT PLESANT VI	3,708.02
	*** FUND TOTAL ***	4,774.01
506 4750-8030	PAYING AGENT FEES	475.00
	*** FUND TOTAL ***	475.00
700 1152	UTILITY DELQ. RECIEVABLE	209.36
700 2326	DEPOSITS-HYDRANTS	2,500.00
700 4820-3300	POSTAGE	700.00
700 4820-5130	REPAIRS, EQUIPMENT	7,456.26
700 4823-1230	SUPPLIES, EQUIPMENT	359.19
700 4823-1240	SUPPLIES, STREETS	909.00
700 4823-1600	OPERATING SUPPLIES	64.60
700 4823-2400	UNIFORM & CLOTHING	76.75
700 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	21.48
700 4823-3030	OTHER PROFESSIONAL SERVICES	49.95
700 4823-3100	TELEPHONE	252.22
700 4823-3220	NATURAL GAS	1,153.40
700 4823-5110	REPAIRS, BUILDINGS & GROUNDS	2,090.00
700 4823-5120	SUPPLIES, VEHICLES	15.98
700 4823-5140	REPAIRS, STREETS	2,936.20
700 4823-5150	REPAIRS, UTILITY	526.20
700 4823-5155	REPAIR, WATER SERVICE	11,853.01
700 4823-5160	REPAIRS, SYSTEM MAINTENANCE	533.84
700 4823-7050	CONSTRUCTION	122.99
700 4825-1600	OPERATING SUPPLIES	519.12
700 4825-2400	UNIFORM & CLOTHING	14.30
700 4825-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	3.20
700 4825-3030	OTHER PROFESSIONAL SERVICES	165.00
700 4825-3210	ELECTRICITY	11,334.94
	*** FUND TOTAL ***	43,866.99
730 4820-3300	POSTAGE	700.00
730 4820-5130	REPAIRS, EQUIPMENT	7,456.27
730 4823-1220	SUPPLIES, VEHICLES	7.99
730 4823-1230	SUPPLIES, EQUIPMENT	83.17
730 4823-1600	OPERATING SUPPLIES	50.61
730 4823-2400	UNIFORM & CLOTHING	87.72
730 4823-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	24.32
730 4823-3030	OTHER PROFESSIONAL SERVICES	49.95
730 4823-3100	TELEPHONE	191.98
730 4823-3210	ELECTRICITY	277.62
730 4823-3230	WASTE WATER DISPOSAL	103,231.63
730 4823-3630	TRAINING & CONFERENCES	45.00
730 4823-5130	REPAIRS, EQUIPMENT	2,905.73
	*** FUND TOTAL ***	115,111.99

VENDOR SET: 01 City of Mounds View

BANK: APBNK US Bank

DATE RANGE: 0/00/0000 THRU 99/99/9999

** G/L ACCOUNT TOTALS **

G/L ACCOUNT	NAME	AMOUNT
740 4416-3210	ELECTRICITY	8,404.95
	*** FUND TOTAL ***	8,404.95
745 4415-1600	OPERATING SUPPLIES	230.66
745 4415-2400	UNIFORM & CLOTHING	37.19
745 4415-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	10.07
745 4415-3030	OTHER PROFESSIONAL SERVICES	588.51
745 4415-3100	TELEPHONE	124.75
745 4415-4010	RENTAL, EQUIPMENT	90.39
745 4415-5150	REPAIRS, UTILITY	5,600.00
745 4415-7050	CONSTRUCTION	25,958.02
745 4417-1230	SUPPLIES, EQUIPMENT	89.94
745 4417-2400	UNIFORM & CLOTHING	7.12
745 4417-2410	MAINTENANCE;MATS,TOWELS,MOPS,E	1.62
	*** FUND TOTAL ***	32,738.27

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: APBNK TOTALS:	140	682,879.26	0.00	682,879.26
BANK: APBNK TOTALS:	140	682,879.26	0.00	682,879.26
REPORT TOTALS:	140	682,879.26	0.00	682,879.26

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Item No: 5.C.
Meeting Date: January 8, 2024
Type of Business: Consent Agenda
Administrator Review _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9854, Authorizing a Cost of Living Adjustment, Insurance Contribution, Insurance Opt-Out Payment, and Adding an Appeals Clause to Section 2.01 Compensation and Classification of the Personnel Manual

Introduction:

Historically the City Council has awarded the same Cost of Living Adjustment (COLA) and benefits contribution to all employee groups in order to maintain internal equity. The City contribution toward benefits is built on a formula which is based on the percentage increase in the health insurance premium. Health insurance premiums came back as an overall rate increase of 11%. The formula calls for a \$45 increase per month in the City's contribution. Currently, the City gives employees opting family health coverage \$225 per month towards their Health Savings Plan and the City offers employees opting-out of health insurance \$308 per month, provided they can prove having insurance coverage from their spouse. The City Council approved a compensation and classification study be completed in 2023 and become effective January 1, 2024 for non-union staff.

Discussion:

DDA Human Resources Inc. completed the classification and compensation study in 2023 effective January 1, 2024. Non-union positions will now have graded positions and all will have nine (9) steps to reach the top (ideally seven (7) years for new hires), and then they will return to COLAs (Exhibit A). All City job descriptions have been reformatted (Exhibit B). Positions included in the compensation portion of the study will receive at minimum a 3.00% wage increase, which is consistent with the union groups, a monthly insurance contribution of \$1,245, and a \$7 increase in the opt-out amount to \$315. Additionally, employees electing family health insurance will continue receiving \$225 per month towards their Health Savings Plan for plan year 2024. Staff is requesting to add an appeals clause to Section 2.01 Compensation and Classification of the Personnel Manual (Exhibit C). This will explain how employees may proceed when then believe they have job duties needing to be altered. Appealing a job description is not based on the job grade or wage, but only the content of the job description.

Strategic Plan Strategy/Goal:

Create a culture where employees desire to work. Consider competitive benefits and other HR programs that are competitive with other cities and governmental organizations.

Financial Impact:

Budgeted item.

Recommendation:

Approve Resolution 9854.

Rayla Sue Ewald
Human Resource Director

Attachment(s):

- 1) Resolution 9854
- 2) Exhibits A, B, and C

RESOLUTION NO. 9854

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**AUTHORIZING A COST OF LIVING ADJUSTMENT, INSURANCE CONTRIBUTION, AND
INSURANCE OPT-OUT PAYMENT**

WHEREAS, the Personnel Compensation Schedule must be annually approved by Council Resolution; and

WHEREAS, the City contracted with DDA Human Resources Inc., to complete a Classification and Compensation Study, to become effective January 1, 2024, which has moved non-union positions into graded categories (Exhibit A); and

WHEREAS, all job descriptions were evaluated by DDA Human Resources Inc. and restructured into a consistent format; and

WHEREAS, position grades were identified based on: Education and experience needed for the job; decision making; problem solving; relationships/communication; mental and physical effort; working conditions/job hazards; and, supervision; and

WHEREAS, staff will have an opportunity to review the updated job descriptions and submit an appeal to their department head if they find a flaw in their job description requiring additional duties or removing errors; and

WHEREAS, the City Council approved a Budget for the year 2024 that reflects the wage increases, which at minimum pays a cost of living adjustment of three (3) percent, some positions received higher increases in order to bring their positions into wage compliance per the wage study; and

WHEREAS, the City Council desires to provide a competitive compensation package and has traditionally awarded the same cost of living adjustment and insurance contribution to all employee groups in order to maintain internal equity; and

WHEREAS, the City Council has offered an Insurance Opt-out payment; and

WHEREAS, Staff recommends approving the DDA Human Resources, Inc. Classification and Compensation study, which has a minimum increase of 3.00% for non-union employees consistent with the union contracts, a monthly insurance contribution of \$1,245, employees electing family health insurance will receive \$225 per month towards their Health Savings Plan, and an insurance opt-out payment of \$315 per month for all employees, effective January 1, 2024.

NOW, THEREFORE, BE IT RESOLVED, that the Mounds View City Council does hereby approve the DDA Human Resources, Inc. Classification and Compensation study (Exhibit A) for non-union employees, a monthly insurance contribution of \$1,245, employees electing family health insurance receive \$225 per month toward their Health Savings Plan, and a monthly insurance opt-out payment of \$315 for all employees, effective January 1, 2024.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)

2024 CITY OF MOUNDS VIEW PAY GRADE and STEP

Grade 1								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$17.50	\$18.20	\$18.88	\$19.59	\$20.33	\$21.04	\$21.72	\$22.37	\$22.99

None assigned.

Grade 2								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$20.13	\$20.93	\$21.71	\$22.53	\$23.37	\$24.19	\$24.98	\$25.73	\$26.44

- Custodian
- Front Desk Lead
- Office Assistant
- Senior Coordinator

Grade 3								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$23.14	\$24.07	\$24.97	\$25.91	\$26.88	\$27.82	\$28.73	\$29.59	\$30.40

- Receptionist

Grade 4								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$25.92	\$26.96	\$27.97	\$29.02	\$30.11	\$31.16	\$32.17	\$33.14	\$34.05

- Administrative Assistant
- Facility Coordinator

Grade 5								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$29.03	\$30.19	\$31.33	\$32.50	\$33.72	\$34.90	\$36.03	\$37.11	\$38.13

- Accounts Payable Technician
- Evidence Technician
- Permit Technician
- Facilities Maintenance
- Utility Billing Technician

Grade 6								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$31.93	\$33.21	\$34.46	\$35.75	\$37.09	\$38.39	\$39.64	\$40.83	\$41.95

- Event Center Manager
- Executive Administrative Assistant
- GIS Specialist
- Recreation Coordinator

Exhibit A

Grade 7								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$35.13	\$36.53	\$37.90	\$39.32	\$40.80	\$42.23	\$43.60	\$44.91	\$46.14

- Engineering Technician
- Firefighter/Fire Marshal/Code Compliance

Grade 8								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$37.94	\$39.46	\$40.94	\$42.47	\$44.06	\$45.61	\$47.09	\$48.50	\$49.83

- Accountant
- Building Inspector

Grade 9								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$40.97	\$42.61	\$44.21	\$45.87	\$47.59	\$49.25	\$50.85	\$52.38	\$53.82

- Parks and Recreation Superintendent

Grade 10								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$44.25	\$46.02	\$47.75	\$49.54	\$51.40	\$53.19	\$54.92	\$56.57	\$58.13

- Public Works Superintendent

Grade 11								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$47.79	\$49.70	\$51.57	\$53.50	\$55.51	\$57.45	\$59.32	\$61.10	\$62.78

None assigned.

Grade 12								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$51.61	\$53.68	\$55.69	\$57.78	\$59.95	\$62.05	\$64.06	\$65.98	\$67.80

- Assistant City Administrator
- Human Resources Director

Grade 13								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$54.20	\$56.36	\$58.48	\$60.67	\$62.94	\$65.15	\$67.27	\$69.28	\$71.19

- Deputy Police Chief

Grade 14								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$56.91	\$59.18	\$61.40	\$63.70	\$66.09	\$68.41	\$70.63	\$72.75	\$74.75

None assigned.

Exhibit A

Grade 15								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$59.75	\$62.14	\$64.47	\$66.89	\$69.40	\$71.83	\$74.16	\$76.38	\$78.49

- Finance Director
- Public Works/Parks and Recreation Director

Grade 16								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$62.74	\$65.25	\$67.69	\$70.23	\$72.87	\$75.42	\$77.87	\$80.20	\$82.41

- Chief of Police

Grade 17								
	4%	3.75%	3.75%	3.75%	3.5%	3.25%	3%	2.75%
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$65.87	\$68.51	\$71.08	\$73.74	\$76.51	\$79.19	\$81.76	\$84.21	\$86.53

- City Administrator



JOB DESCRIPTION

Job Title: **Receptionist**
Grade: 3
Supervisor Title: Human Resources Director
Department: Administration
FLSA Status: Non-Exempt
Date Reviewed: 10/3/2023

Minimum Qualifications of Education and Experience:

- High school diploma or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping.
- Three (3) years of increasingly responsible related experience.
- Experience with document imaging.
- Typing of 50+ WPM with ability to proofread.

Nature of Work:

This position provides high quality customer service to the public and internal customers. Receives and refers inquiries to appropriate personnel. Performs administrative duties including word processing, data entry, mail processing, cash receipting, and providing support to the Human Resource Director. Maintains office supplies, schedule meeting room reservations and assists other departments as time allows.

Communicates with:

Internally – General staff.

Externally – General public.

Supervision:

None

Essential Work Functions:

- Greet visitors at City Hall and answer questions or direct to staff member/department able to assist with customers' request, while providing excellent customer service and maintaining a favorable image of the City.
- Process all outgoing and incoming mail. Promptly distribute mail to appropriate departments.
- Maintains the lobby, office supply/mail room and front counter area in a neat and orderly condition removing all outdated notices, posters, etc.
- Performs cash receipting (utility billing credit card payments) including collecting fees and issuing receipts (for certain licenses, permits and bills).
- Assists with utility billing and accounts payable processes and procedures as needed.
- Coordinates dog license activities including the ordering and issuance of dog tags, data entry and receipt of payments.
- Answers recycling questions.
- Performs word processing, including, but not limited to forms, fillable PDFs, licenses and general correspondence.
- Assists with election activities and other administrative and municipal functions as directed.
- Assists in the recruitment process by posting job announcements, coordinating the interview process, and notarizing background forms.
- Assists the HR Director and coordinates employee related events such as Employee Appreciation.

- Assists with the maintenance of the City website.
- Maintains the calendar on the city website.

Other Work Functions (Illustrative Only):

- Performs related work as required.

Knowledge, Skills, and Abilities Required:

- Proficient with computers and modern office practices and procedures.
- Ability to perform cashier duties accurately.
- Ability to effectively meet and deal with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.

Persons with disabilities: the above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Function:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Color vision, depth perception, accommodation, field of vision	X			
Sedentary (10 pounds of force)		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council, City Administrator or appropriate Elected Official retains the discretion to add duties or change the duties of this position at any time.

Mounds View is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature: _____ Date: _____

Section 2.01 COMPENSATION AND CLASSIFICATION

This section of the Personnel Manual establishes policy governing job compensation and classification. The City is required to maintain a system of assigning jobs of comparable worth and comparable salaries. The City is best able to accomplish its work by defining specific job duties, tasks, and requirements for employees hired to perform that work.

Each City job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The Position Classification Plan shall assign a point value and pay grade with a pay range to each job within the City.

Each Council approved position shall be defined by a job description including specific job duties, tasks, and requirements. These descriptions shall be reviewed periodically for accuracy and continued compliance with pay equity requirements.

A. JOB DESCRIPTIONS

The Human Resource Department shall provide a consistent format for job descriptions throughout the City, and a consistent process for evaluating jobs and assigning them to the appropriate pay level.

Job descriptions shall include:

- Summary of the job, including why the job exists, what it does, and how the work is performed,
- Essential duties performed by employees in that job classification,
- Required education, credentials, experience, knowledge, and skills necessary to perform the job successfully,
- Supervisory authority of the position, if any,
- Reporting relationship for the position (the role to which this job reports), and
- Conditions under which the work is normally performed.

Appeals Process:

If an employee finds a flaw within their job description, believing their position warrants additional job duties or is inaccurate, the employee may file an appeal with their Department Head. If the Department Head agrees, the Department Head may bring the job description forward to the Human Resources Director for discussion.

Appealing a job description is not based on the job grade or wage, but rather the content of the duties within the position. If the job description moves forward to the the Human Resources Committee and City Administrator, it will then be directed to Council for approval.

It is an inherent management right and duty to design, redesign, restructure and create new jobs to meet the objectives and changing needs of the City.

B. COMPENSATION

In order to attract and retain a well-qualified workforce to perform City services, and comply with state and federal laws regarding wages, the City shall establish and communicate its compensation plan. The City has an interest in understanding how its compensation plan compares to that of similar public organizations that employ individuals with similar skills and duties.

The Human Resources Director shall review the compensation system periodically and recommend changes to the City Administrator. The information will then advance to the Human Resources Committee. This periodic review will involve a review of all salary ranges included in the system.

The compensation system shall include designated salary ranges, each with a minimum, target rate, and maximum rate. The City Council shall adopt a compensation salary range schedule establishing rates of pay for salary ranges in the pay-for-performance compensation system. The salary range schedule may be adjusted by the City Council. Salary ranges may reflect:

- The relevant rates of pay in public labor markets;
- The financial condition and fiscal policies of the City;
- Other pertinent economic considerations.

C. CLASSIFICATION/GRADE

Each position shall be placed in the appropriate grade through an objective evaluation process within the Classification Plan (L.E.L.S. Union Members are excluded as they follow their Labor Agreement).

D. NINE-STEP COMPENSATION PLAN

The City uses a nine (9) step compensation plan for regular full-time and part-time employees. The nine (9) step plan is the first phase of the overall compensation policy and shall consist of nine (9) increments with the highest step, Step 9, representing 100% of the position's maximum compensation rate. The steps are as follow:

Start	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9 100%
	4.00%	3.75%	3.75%	3.75%	3.50%	3.25%	3.00%	2.75%

Progress through the Steps

Generally, new employees will begin at Step 1 of the nine (9) step plan. The City Council may however authorize a new employee to start at a step *other* than Step 1 in consideration of experience and qualifications. Employees hired to start at Step 1 will be eligible for an increase at six (6) months of service. Advancement to subsequent steps would occur on the employee's anniversary date until the employee reaches Step 9. Advancement to a subsequent step necessitates (1) a performance evaluation rated satisfactory or better by the employee's supervisor and (2) approval by the Department Head and City Administrator. The progression from Step 1 to Step 9 represents a span of seven (7) years.

E. ANNUAL COMPENSATION ADJUSTMENT

The Annual Compensation Adjustment (ACA) is the Council-approved adjustment often referred to as a Cost of Living Adjustment (COLA).

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Implementation

When deemed appropriate by the City Council, the wages for each regular full-time and part-time employee not represented by a labor agreement may be adjusted, effective January 1 of each year or at any other point in the year as determined by the City Council. The percentage increase approved by the City Council represents the second phase in the overall compensation policy.

Adjustment Criteria

The ACA shall be granted only when earned, based on demonstrated on-the-job performance, supported by the recommendation of the employee's immediate supervisor, and preceded by a year-end performance evaluation rated satisfactory or above. All recommendations will be reviewed by the City Administrator who will recommend approval or denial of the ACA to the City Council for final approval. If a performance evaluation is rated less than satisfactory or it is determined that the employee has areas of job performance in need of improvement, the employee may receive less than the full ACA percentage increase.

F. PAY EQUITY COMPLIANCE

The State of Minnesota's Pay Equity Act requires that "every political subdivision of this state shall establish equitable compensation relationships between female-dominated, male-dominated, and balanced classes of employees in order to eliminate sex-based wage disparities in public employment in this state." (Minn. Stat. § 471.992, subd. 1)

The term "equitable compensation relationship" means "that the compensation for female-dominated classes is not consistently below the compensation for male-dominated classes of comparable work value as determined under section [471.994](#), within the political subdivision." (Minn. Stat. §. 471.991, subd. 5).

The City resolves to follow the statutory requirements of the Pay Equity Act as established presently and as may be amended in the future. The pay equity analysis and any resulting compensation adjustment necessary to achieve compliance represents the final step in the overall compensation process.



City of Mounds View Staff Report

Item No: 05D
Meeting Date: January 8, 2024
Type of Business: Consent Agenda
Administrator Review: _____

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9852, Authorizing Revisions to Section 2.07, C (Insurance Benefits - Enrollment) of the Personnel Manual

Background:

A revision is requested to the Personnel Manual:

- Section 2.07, C, Insurance Benefits – Enrollment

Discussion:

Section 2.07, C currently states: All new probationary employees are eligible to enroll in the group insurance program with the City. Insurance coverage will not commence until the first of the month following a full month of employment. In the fall of each year an open enrollment period will occur for the upcoming/next year. All eligible employees must update their benefit selection during the annual open enrollment period.

Staff is proposing to start benefits the first of the month following an employee's start date. Ideally, there would be no lapse of insurance coverage for new hires, as they transition onto the City of Mounds View insurance program. Additionally, this will avoid some new hires electing the expensive continuation of benefits (COBRA) from a former employer.

Benefit plan language within our summary plan descriptions are allowed to change annually, and staff is requesting this item be effective retroactive to January 1, 2024. The Human Resource Committee has reviewed and agrees with the language change and retroactive request. Newly acquired employees have requested this change be considered, and the change benefits new hires as we move forward.

Strategic Plan Strategy/Goal:

Create a culture where employees desire to work.

Financial Impact:

Because the City prepares its budget under the assumption that all positions will be filled for the entire year, the only impact from this change would be if the employee vacating the position being filled, remained on staff for a period of time. In this case the City may have to pay insurance benefits for both employees (which would be a rare occurrence).

Recommendation:

Staff recommends the City Council adopt Resolution 9852 Authorizing Revisions to Section 2.07, C (Insurance Benefits - Enrollment) of the Personnel Manual

Respectfully submitted,

Rayla Sue Ewald
Human Resource Director

Attached: Resolution 9852

RESOLUTION NO. 9852

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**AUTHORIZING REVISIONS TO SECTION 2.07 - C INSURANCE
BENEFITS, ENROLLMENT, OF THE PERSONNEL MANUAL**

WHEREAS, the City of Mounds View has a Personnel Manual; and

WHEREAS, this resolution authorizes revisions to Section 2.07, Insurance Benefits, Part C, Enrollment; and

WHEREAS, the revision to read as follows:

All new probationary employees are eligible to enroll in the group insurance program with the City. Insurance coverage will commence on the first of the month following an employee's start date. In the fall of each year an open enrollment period will occur for the upcoming/next year. All eligible employees must update their benefit selection during the annual open enrollment period.

NOW, THEREFORE, BE IT RESOLVED, that the Mounds View City Council does hereby authorize the revision to Section 2.07, Insurance Benefits, Part C, enrollment of the Personnel Manual as stated above, and become effective retroactive to January 1, 2024.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



Item No: 5.E.
Meeting Date: January 8, 2024
Type of Business: Consent Agenda
Administrator Review _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9853, Amend Resolution 9613 to Remove Job Titles

Introduction:

Council adopted Resolution No. 9613 Authorizing Revisions to Section 2.03 Holidays; Section 2.04 Sick Leave; and Section 2.05 Vacation of the Personnel Manual on July 25, 2022. The revision included adding seven (7) part-time staff members who work 20 - 29 hours per week in the following departments:

Parks and Recreation:	Senior Program Coordinator and Front Desk Lead
Public Works:	Office Assistant and Stormwater Assistant
Administration:	Receptionist (2) and Executive Administrative Assistant

Resolution 9847 amended Resolution 9613 on the December 11, 2023 Council meeting, adding the job title Custodian to the Parks and Recreation Department.

Discussion:

Staff is requesting to again revise Sections 2.03, 2.04, and 2.05 of the Personnel Manual, as the Accounts Payable Technicians budgeted hours per week have gone from 30 hours in 2023, to 20 hours per week in 2024. Having job titles within the personnel policy makes for multiple revisions. Staff proposes removing all department names and job titles from Sections 2.03, 2.04, and 2.05, and instead incorporating the following: Part-time employees assigned to work 20 – 29 hours per week, who have been approved by the City Administrator and the Human Resource Committee, and have a signed Resolution within their personnel file. Additionally, staff is requesting Ms. Quasabart be approved to receive holiday, sick and vacation accruals moving forward with her reduced hours (20 hours per week).

Strategic Plan Strategy/Goal:

Create a culture where employees desire to work.

Financial Impact:

Budgeted item.

Recommendation:

Resolution 9853, Amend Resolution 9613 to Remove Job Titles.

Rayla Sue Ewald
Human Resource Director

Attachment(s):

- 1) Resolution 9853, Amend Resolution 9613 to Remove Job Titles
- 2) Exhibit A – Policy 2.03, 2.04, and 2.05 w/Revisions

RESOLUTION NO. 9853

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

AMEND RESOLUTION 9613 TO REMOVE JOB TITLES

WHEREAS, the City of Mounds View has a Personnel Manual; and

WHEREAS, this resolution amends Section 2.03 Holidays, Section 2.04 Sick Leave, and Section 2.05 Vacation; and

WHEREAS, the revised Sections are attached to this resolution; and

WHEREAS, the revision will remove the specific department names and job titles from the Sections 2.03, 2.04 and 2.05 of the Personnel Manual; and

WHEREAS, when changes occur moving forward, altering the policy will not be necessary, as long as the City Administrator and Human Resource Committee agree the position should receive holiday, sick and vacation accruals; and

WHEREAS, Council authorizes the holiday, sick and vacation accruals through an approved resolution; and

WHEREAS, Agnes Quasabart has had her hours reduced effective January 1, 2024 from 30 hours per week to 20 hours per week, approval is requested for her to receive part-time accruals for holiday, sick and vacation.

NOW, THEREFORE, BE IT RESOLVED, that the Mounds View City Council does hereby authorize revisions to Sections 2.03, 2.04 and 2.05 of the personnel Manual, removing specific department names and job titles; and does authorize the City Administrator and Human Resource Committee to identify part-time staff when qualified to participate, if approved by Council through Resolution, and authorizes Agnes Quasabart to receive the part-time holiday, sick and vacation accruals.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)

Exhibit A

Section 2.03 Holidays

All regular full-time employees, part-time employees averaging 30 or more hours per week, part-time employees working 20 – 29 hours per week*, and probationary employees receive the following holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veterans' Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve Day
12. Christmas Day
13. New Year's Eve Day

If a holiday falls on a Saturday, the preceding Friday will be the observed holiday. If a holiday falls on a Sunday, the following Monday will be considered a holiday.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees averaging 30 or more hours per week will receive prorated holiday pay based on the number of hours normally scheduled. Part-time employees working 20 – 29 hours per week* will receive four (4) hours holiday pay. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Floating Holidays

Due to the timing of when certain holidays fall, the City Administrator shall determine if a floating holiday will be awarded in-lieu of a regular holiday when taking into consideration: the day of the week the holiday falls, hours of operation by location (Public Works, Police Department, City Hall), and an employee's regularly scheduled shift (some employees work five (5) days even though their location is only open four (4) days). Floating Holidays are eight (8) hours and must be used as a full day (or prorated for part-time employees averaging 30 or more hours per week; or four (4) hours for part-time employees working 20 – 29 hours per week*). Floating holidays shall be used within 365 days AFTER said holidays occur or they will be forfeited. Unused floating holidays shall not be included in any separation computation.

The Parks and Recreation Department has a varied schedule of operation and is open on many of the City's observed holidays (example: Martin Luther King's Birthday and Presidents Day). When the department is scheduled to be open, a floating holiday will be observed within 365 days AFTER the holiday.

Exhibit A

~~*Part-time employees assigned to work 20 – 29 hours per week, who have been approved by the City Administrator and the Human Resource Committee, and have a signed Resolution within their personnel file. Part-time employees working 20 – 29 hours qualified to receive holiday pay: Parks and Recreation: Senior Program Coordinator, Front Desk Lead, and Custodian; Public Works: Office Assistant and Stormwater Assistant; Administration: Receptionist (2) and Executive Administrative Assistant~~

Working on a Holiday

In the case where an exempt employee works on a designated legal holiday, which has been approved by their respective Department Head, the employee shall receive eight (8) hours straight time or eight (8) hours flex time off as compensation for the holiday. Non-exempt employees, who have received prior approval from their Department Head or Supervisor, who work on one (1) of the holidays listed above shall receive eight (8) hours for the holiday and shall receive the employee's normal straight time pay for those hours worked.

Absences and Holiday Pay

Holidays which occur during vacation leave or sick leave shall not be charged against said vacation or sick leave but shall be charged against holiday pay. Wages shall not be paid for a holiday to an employee who is on leave of absence without pay the day before the holiday.

Temporary and seasonal employees do not receive holiday pay.

Section 2.04 Sick Leave

Regular full-time employees, part-time employees averaging 30 hours or more per week, and part-time employees working 20 – 29 hours per week* are eligible to receive sick leave with pay. Sick leave hours begin accruing on the first day of employment. Employees are eligible to use the sick leave time as it accrues. Probationary employees may make use of sick leave, however, if the sick leave exceeds a total of five (5) working days, the probationary period shall automatically be extended for an equivalent period of time.

A. ACCRUAL

Sick leave accrues at the rate of eight (8) hours per month unless otherwise established by a collective bargaining agreement. Regular part-time employees eligible for paid leave averaging 30 or more hours per week earn it on a pro-rated basis. Part-time employees working 20 – 29 hours per week* will receive 1.85 hours sick leave per pay**. While there are no limits imposed upon the actual accrual of sick leave, the number of hours that can be (a) converted annually and (b) contributed via separation into an employee's Retirement Health Savings Plan (RHSP) shall be capped according to Section 2.11. Sick leave does not accrue during an unpaid leave of absence.

Exhibit A

~~*Part-time employees assigned to work 20 – 29 hours per week, who have been approved by the City Administrator and the Human Resource Committee, and have a signed Resolution within their personnel file. Part-time employees working 20 – 29 hours qualified to receive holiday pay: Parks and Recreation: Senior Program Coordinator, Front Desk Lead, and Custodian; Public Works: Office Assistant and Stormwater Assistant; Administration: Receptionist (2) and Executive Administrative Assistant~~

**Part-time employees working 20 – 29 hours are not eligible to participate in the Retirement Health Savings Plan (RHSP).

B. USE

Sick leave should not be considered a privilege or vested right that may be used at an employee's discretion but shall be considered as a type of insurance used for the case of an illness, disability of the employee, or to receive dental or medical care when approved by the employee's supervisor.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness, injury or disability (including pregnancy).
- For medical, dental or other care provider appointments during working hours.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- Employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).
- Employees are authorized to use up to 160 hours of sick leave in any 12-month period for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking.

In order to be eligible for sick leave with pay an employee must:

- Report promptly to the employee's Department Head or Supervisor the reason for absence and keep the Department Head or Supervisor informed of the employee's condition if the absence continues for more than three (3) days.
- Keep the Department Head informed on a weekly basis of the condition. If the absence is more than three (3) days a doctor's note may be required.

Exhibit A

- If deemed necessary by the City Administrator, a doctor's statement may be required for sick leave absences of less than three (3) days.

Claiming sick leave when physically fit, except as permitted in this section, may be cause for disciplinary action, including transfer, suspension, demotion or dismissal. Employees are not permitted to use sick leave in the same manner as vacation time off on dates immediately preceding an employee's termination or retirement date, except in the case of disability.

Section 2.05 Vacation

All regular full-time employees, part-time employees averaging 30 hours or more per week, and part-time employees working 20 – 29 hours per week*, are eligible to receive vacation with pay. Vacation hours will begin accruing on the first day of employment. Employees are eligible to use the vacation leave time as ~~it~~ vacation accrues. Regular part-time employees averaging 30 or more hours per week will receive vacation on a pro-rated basis. Part-time employees working 20 – 29 hours per week* will receive half (50%) of the full-time accrual.

A. ACCRUAL SCHEDULE

<u>Years of Service</u>	<u>Days per Year</u>
1 year through 10 years	15 days or 4.62 hours/pay (50%=2.31)
11 years	16 days or 4.92 hours/pay (50%=2.46)
12 years	17 days or 5.23 hours/pay (50%=2.62)
13 years	18 days or 5.54 hours/pay (50%=2.77)
14 years	19 days or 5.85 hours/pay (50%=2.93)
15 years	20 days or 6.15 hours/pay (50%=3.08)
20 years and beyond	25 days or 7.69 hours/pay (50%=3.85)

Each department shall establish a vacation schedule to ensure the needs of the department will be met while allowing employees to use accrued vacation time. Requests for time off shall be made in advance, with the length of the notice to be determined by the Department Head. All vacation time must be approved by the employee's Department Head or Supervisor.

The City encourages employees to use their full amount of vacation each year. If this is not possible, an employee is permitted to carry over no more than ten (10) days' vacation time plus the amount accrued up to December 31 of the present year. The rate of vacation pay is the employee's normal base straight-time rate of pay.

*Part-time employees assigned to work 20 – 29 hours per week, who have been approved by the City Administrator and the Human Resource Committee, and have a signed Resolution within their personnel file. Part-time employees working 20 – 29 hours qualified to receive holiday pay: Parks and Recreation: Senior Program Coordinator, Front Desk Lead, and Custodian; Public Works: Office Assistant and Stormwater Assistant; Administration: Receptionist (2) and Executive Administrative Assistant



Item No: 5.F.
Meeting Date: January 8, 2024
Type of Business: Council Consent
Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Gayle Bauman, Finance Director
Item Title/Subject: Resolution 9858 Accepting Miscellaneous Donations for 2023

Introduction:

Pursuant to MN Statute § 465.03, the City is required to accept donations by resolution. The attached resolution provides for this acceptance for several miscellaneous donations that were received in 2023.

Discussion:

Total miscellaneous donations received by the City in 2023 were \$14,865, \$10,090 was from Twin Cities Gateway Convention Bureau, \$2,575 was designated Police Department outreach events, (shop with a cop, safety camp, etc.) and \$2,200 was designated for supporting K9 activities by the various donors.

Recommendation:

Attached for your consideration is Resolution 9858, a resolution which accepts the miscellaneous donations received in 2023.

Respectfully submitted,

Gayle Bauman
Finance Director

RESOLUTION 9858

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

RESOLUTION ACCEPTING MISCELLANEOUS DONATIONS FOR 2023

WHEREAS, MN Statute 465.03 requires cities to accept donations by resolution;
and

WHEREAS, the City received a cash donation of \$10,090 for the promotion of the City from the Twin Cities Gateway Convention Bureau; and

WHEREAS, the City received cash donations during 2023 in support of Police Department outreach of \$2,575; and

WHEREAS, the City received several K9 donations during 2023 totaling \$2,200.

NOW, THEREFORE BE IT RESOLVED, that the Mounds View City Council gratefully acknowledges and accepts the miscellaneous donations of **\$14,865** from several donors for 2023.

Adopted this 8th day of January, 2024

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(seal)



City of Mounds View Staff Report

Item No: 05E
Meeting Date: January 8, 2024
Type of Business: Consent Agenda
Administrator Review: _____

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9851, Approving the Hire of David “Joe” Keding to the Public Works Maintenance Worker-Utilities Position

Background:

On August 13, 2023, the Public Works Maintenance Worker – Utilities position was posted, according to the Public Works Labor Agreement. The position was posted internally for five (5) days, and then posted externally. This position will fill the vacancy created due to an employee termination from August 2023.

Discussion:

Staff interviewed multiple candidates for the position. Candidate Joe Keding applied during the last round of interviews. Mr. Keding has over 18 years of public works experience, and the interview panel found him to be an ideal candidate for the position.

Mr. Keding would be a member of the Public Works Collective Bargaining Unit. Due to Mr. Keding's 18 years of maintenance and supervisory experience within Public Works, staff requests to treat Mr. Keding as a lateral transfer and begin his wage equal to the top wage current seasoned maintenance workers are receiving, since their contract was recently ratified. Mr. Keding would begin at a Grade 5, Step 7. Additionally Mr. Keding requested to receive a higher vacation accumulation of 20 days per year, and after two (2) years of employment, advance to 25 days of vacation. This request aligns with years of service within the personnel manual. The City has accommodated other employees making similar new hire negotiations. Staff and the HR Committee agree with the requests and look forward to Mr. Keding joining the Public Works team. Mr. Keding would be subject to an 18 month probationary period.

2024 - Grade 5								
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$29.03	\$30.19	\$31.33	\$32.50	\$33.72	\$34.90	\$36.03	\$37.11	\$38.13

Strategic Plan Strategy/Goal:

Create a culture where employees desire to work.

Financial Impact:

This is a budgeted position.

Recommendation:

Staff recommends the City Council adopt Resolution 9851, Approving the hire of David “Joe” Keding to the Public Works Maintenance Worker-Utilities Position.

Respectfully submitted,

Rayla Sue Ewald
Human Resource Director

Attachment: Resolution 9851

RESOLUTION NO. 9851

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**A RESOLUTION APPROVING THE HIRE OF DAVID “JOE” KEDING
TO THE PUBLIC WORKS MAINTENANCE WORKER – UTILITIES POSITION**

WHEREAS, upon direction from the Mounds View City Council and in accordance with the Public Works Collective Bargaining Unit Labor Agreement, the Public Works Maintenance Worker-Utilities position was advertised internally for five (5) days beginning August 13, 2023, then posted externally for qualified candidates to apply; and,

WHEREAS, multiple candidates were interviewed for the position; and,

WHEREAS, Joe Keding’s work ethic, attitude, job skills, and 18 years of municipal public works experience were determined to most closely match the requirements of the job description; and,

WHEREAS, the hiring procedures consisted of an oral interview, pre-employment physical and drug testing, reference and background checks, and a hiring assessment conducted by an outside vendor, and;

WHEREAS, Mr. Keding will be a member of the Public Works Collective Bargaining Unit, and subject to the established job classification system with regard to the pay scale as set forth in the Public Works Labor Agreement; and,

WHEREAS, Mr. Keding will begin employment as a Grade 5, Step 7 of the pay scale based on the Public Works Collective Bargaining Unit Labor Agreement, which is \$36.03 per hour; and,

2024 - Grade 5								
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
\$29.03	\$30.19	\$31.33	\$32.50	\$33.72	\$34.90	\$36.03	\$37.11	\$38.13

WHEREAS, Mr. Keding will begin employment on or around January 22, 2024; and,

WHEREAS, Mr. Keding will be subject to an 18 month probationary period as stated in the Public Works Labor Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Mounds View City Council does hereby approve the hire of David “Joe” Keding to the Maintenance Worker-Utilities Position within the Public Works Department, at Grade 5, Step 7 of the pay plan (currently \$36.03/hour), with an 18 month probationary period; and begin receiving a vacation accumulation of 20 days per year, and after two (2) years of employment, advance to 25 days of vacation accumulation; with employment to commence on or around January 22, 2024.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(seal)

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9857, Approving Wage Adjustment for Mechanic Back Pay

Background:

On November 27, 2023 the City Council approved the Public Works Collective Bargaining Wages for 2023 – 2025. The Mechanics wages were incorrectly recorded.

Discussion:

Mechanic Scott VanderVegt wages were requested to be paid at \$37.71 per hour retroactive to January 1, 2023. However, based on his wages, he should have received \$38.39 per hour. This was a staff oversight and has been discussed with the HR Committee and the Finance Director. With City Council approval, Mr. VanderVegt will be paid retroactively on his January 11, 2024 payroll.

Strategic Plan Strategy/Goal:

Create a culture where employees desire to work and remain employed with the City of Mounds View.

Financial Impact:

Approximately \$1,600.00 for 2023; and, \$3,120.00 for 2024.

Recommendation:

Staff and the Human Resource Committee recommends Council adopt resolution 9857.

Respectfully submitted,



Rayla Sue Ewald
Human Resource Director

Attachments: Resolution 9857

**RESOLUTION NO. 9857
CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

APPROVING WAGE ADJUSTMENT FOR MECHANIC BACK PAY

WHEREAS, the City Council adopted the Public Works Collective Bargaining Wages for 2023 – 2025 November 27, 2023; and

WHEREAS, an error occurred when entering Scott VanderVegt, the Public Works Mechanic wage, paying him at the rate of \$37.71 per hour, instead of the correct higher wage of \$38.39 per hour; and

WHEREAS, staff is requesting to retroactively pay Mr. VanderVegt the difference owed retroactively to January 1, 2023 effective on his January 11, 2024 payroll check, less appropriate taxes.

NOW, THEREFORE, BE IT RESOLVED, that the Mounds View City Council does hereby approve the wage adjustment for Mechanic Scott VanderVegt retroactive to January 1, 2023, increasing his wage from \$37.71 per hour to \$38.39 per hour and authorize the Finance Director to increase the 2024 budget by \$3,120.00 as he will be moving to Step 7 effective January 1, 2024.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator



Item No: 5.I.
Meeting Date: January 8, 2024
Type of Business: Consent Agenda
Administrator Review: _____

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Rayla Sue Ewald, Human Resource Director
Item Title/Subject: Resolution 9861, Authorize Ongoing Recruitment of 2024 Parks and Recreation Part Time Positions

Introduction:

On October 12, 2020, Council recommended approval of the City operating a Parks and Recreation Department. Since opening as the Parks and Recreation Department, the following part time job descriptions were approved by Council and authorized for hire: Custodian, Front Desk Lead, Front Desk Staff, Youth Development Staff, Sports Instructor, Group Fitness Instructor, and Senior Programs Coordinator positions.

Discussion:

Staff continues to experience turnover in the part time Parks and Recreation positions. The Human Resource Committee has had an opportunity to discuss the turnover and agrees posting of open positions should be ongoing as needed throughout the year in order to properly serve the visitors at the Mounds View Community Center.

Strategic Plan Strategy/Goal:

This addresses the City Council objective to set clear goals and responsibilities for City staff.

Financial Impact:

None.

Recommendation:

Staff is recommending approval of Resolution 9861 Authorizing Ongoing Recruitment of 2024 Parks and Recreation Part Time Positions.

Respectfully submitted,

Rayla Sue Ewald
Human Resource Director

Attachment Res 9861

RESOLUTION 9861

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**AUTHORIZE ONGOING RECRUITMENT OF 2024
PARKS AND RECREATION PART TIME POSITIONS**

WHEREAS, Council previously approved the following Parks and Recreation job descriptions: Custodian, Front Desk Lead, Front Desk Staff, Youth Development Staff, Sports Instructor, Group Fitness Instructor, and Senior Programs Coordinator; and

WHEREAS, staff has experienced turnover in the part time Parks and Recreation positions; and

WHEREAS, the Human Resources Committee agreed posting of the positions should be ongoing throughout 2024 in order to continue staffing positions to properly serve the visitors at the Mounds View Community Center.

NOW, THEREFORE, BE IT RESOLVED, that the Mounds View City Council does Authorize Ongoing Recruitment of 2024 Parks and Recreation Part Time Positions.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



City of Mounds View Staff Report

Item No: 08A/A1
Meeting Date: January 8, 2024
Type of Business: CB
Administrator Review: _____

To: Honorable Mayor and City Council
From: Nyle Zikmund, City Administrator
Item Title/Subject: **Public Hearing:** Resolution 9855, Approving an Off-Sale Intoxicating Liquor License Transfer for KM Rassel Zahid, Merwin Liquors, 2577 Mounds View Blvd.

A1) Resolution 9856, Approving a Cigarette/Tobacco License for KM Rassel Zahid, Merwin Liquors, 2577 Mounds View Blvd.

Introduction:

In accordance with Chapter 110 of the Mounds View City Code, a public hearing is required for liquor licenses, new or transfers. Merwin Liquors is being sold and the new owner has applied for an off-sale intoxicating liquor license. In addition, he is also requesting a cigarette/tobacco license which also requires City Council approval.

Discussion:

Rassel Zahid is purchasing the business, Merwin Liquors, Mounds View Square, 2577 Mounds View Blvd. The business will remain operating as "Merwin Liquors". The City Code allows liquor licenses to be transferred. Because a license has already been approved for 2024 for Merwin Liquors, this would be considered a transfer. The closing is scheduled to take place the end of January or early February.

The applicant has submitted all applicable license materials and fees for both the off-sale intoxicating liquor license and cigarette/tobacco license, with the exception of the Liquor Liability Certificate of Insurance. Approval will be pending proof of adequate insurance coverage.

Staff has conducted the following investigations and inspections:

Mounds View Police Department: The Mounds View Police Department has issued a satisfactory background report for the applicant, KM Rassel Zahid.

City Billing (Mounds View Finance Department/Ramsey County Property Taxes): The property, Mounds View Square, is up to date on payment of all water/sewer bills. There are no other outstanding fees owed to the City. In addition, there are no outstanding property taxes for this property.

Fire Inspection: The last fire inspection conducted on the property was in March of 2023. The business passed inspection.

Item 08A/A1 Staff Report

January 8, 2024

Page 2

Tobacco compliance checks were recently conducted by the Mounds View Police Department for all businesses with a cigarette/tobacco license. Merwin passed inspection. There was also an alcohol compliance check on December 27, 2023 and Merwin Liquors failed. The employee was cited for distributing alcohol to a minor.

Both licenses will expire December 31, 2024.

The applicant, Rassel Zahid, along with the current owner, Tommy Cohen, will be present at the meeting to answer any questions the Council may have.

Strategic Plan Strategy/Goal:

Create and maintain a positive business climate where businesses want to locate and remain in Mounds View

Financial Impact: None

Recommendation:

Staff recommends opening the public hearing for comment. Staff also recommends approving Resolution 9855, approving an off-sale intoxicating liquor license transfer, pending proof of adequate liquor liability insurance. Staff also recommends approval of Resolution 9856, approving a cigarette/tobacco license, for Rassel Zahid, Merwin Liquors, 2577 Mounds View Blvd.

Respectfully Submitted,

Nyle Zikmund
City Administrator

RESOLUTION 9855

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**APPROVING AN OFF-SALE INTOXICATING LIQUOR LICENSE
TRANSFER FOR KM RASSEL ZAHID, MERWIN LIQUORS,
FOR THE PROPERTY LOCATED AT 2577 MOUNDS VIEW BLVD.**

WHEREAS, KM Rassel Zahid, has made application to the City of Mounds View for an off-sale intoxicating liquor transfer for 2577 Mounds View Blvd. DBA Merwin Liquors; and

WHEREAS, all liquor license transfer applications must have a public hearing and be approved by the City Council; and

WHEREAS, all necessary application materials and fees have been submitted to the City; and

WHEREAS, property taxes and water/sewer charges are current; and

WHEREAS, the licensee shall abide by the provisions set forth in Chapter 110 of the Mounds View Code entitled, Alcoholic Beverages; and

WHEREAS, violation of any provision or condition of Chapter 110 or any state law regulating off-sale intoxicating liquor may be cause for suspension or revocation per Chapter 110.055 of the Mounds View City Code entitled, "Suspension or Revocation of License";

NOW, THEREFORE, BE IT RESOLVED that the Mounds View City Council does hereby approve an off-sale intoxicating liquor license transfer to KM Rassel Zahid for the property located at 2577 Mounds View Blvd. DBA Merwin Liquors.

BE IT FURTHER RESOLVED that the license period shall run from January 9 to December 31, 2024.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)

RESOLUTION NO. 9856

**CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**APPROVING A CIGARETTE/TOBACCO LICENSE FOR
KM RASSEL ZAHID, MERWIN LIQUORS, FOR THE
PROPERTY LOCATED AT 2577 MOUNDS VIEW BLVD.**

WHEREAS, KM Rassel Zahid has made application to the City of Mounds View for a cigarette/tobacco license for Merwin Liquors, 2577 Mounds View Blvd.; and

WHEREAS, all City of Mounds View cigarette/tobacco licenses must be approved by the City Council; and

WHEREAS, all necessary application materials and fees have been submitted to the City; and

WHEREAS, property taxes and water/sewer charges are current.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mounds View hereby approves cigarette/tobacco license for KM Rassel Zahid, Merwin Liquors, for the property located at 2577 Mounds View Blvd. (Mounds View Square), with the following conditions as set for in Chapter 118, "Cigarette and Tobacco Products":

1. The licensee must post signs in visible locations that prohibit loitering inside or near the front entrance of the retail establishment.
2. The licensee must fully light the interior of the retail establishment during business hours such that every part, corner, aisle, room and section of the retail establishment is wholly illuminated.
3. The sales counter, store entrance and interior of the retail establishment shall be visually recorded with a videotape or similar device at a quality level that allows the visual identification of patrons and employees. The recordings shall be maintained and made available to the police for 30 calendar days before being reused.
4. The licensee must post a sign at the front entrance that prohibits selling licensed products to persons under the age of 21.
5. The licensee must fully cooperate with representatives from the city when present at the retail establishment for city business purposes.

6. The licensee must maintain clean and clear front and rear entrances of the retail establishment.
7. The licensee may not supply lighters/matches to non-purchasing customers.
8. Each day of business, the licensee must inspect the entrances of the retail establishment for litter and properly dispose of the litter.
9. The licensee must promptly remove any graffiti on the exterior of the retail establishment.

BE IT FURTHER RESOLVED that the license period shall run from January 9 to December 31, 2024.

Adopted this 8th day of January, 2024.

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(SEAL)



2401 Mounds View Boulevard * Mounds View MN 55112-1499
(763) 717-4000 * Fax (763) 717-4019
info@moundsviewmn.org * www.moundsview.mn.org

Email

Business License Application Date: 12-13-2022
Business License COUNCIL Approval Date: 01/08/2024
☒ NEW APPLICATION
☐ RENEWAL APPLICATION
☒ TRANSFER

LIQUOR LICENSE APPLICATION

Business Information

Business Name: **RASSEL WINE & SPIRITS INC**

License Address: **2577 Mounds View Blvd**

Phone Number: **5623225069**

City: **MOUNDS VIEW**

State: **MN**

Zip: **55112**

Fax Number:

Email: **BEVERAGEGROUP.ZAHID@GMAIL.COM**

DBA (Doing Business As):

MERWIN LIQUOR MOUNDS VIEW

☐ Individual
☐ Partnership

☒ Corporation
☐ LLC

Owners/Corporate Officers/Partners/Directors (name and title): **PRESIDENT**

1. **KM RASSEL ZAHID/ President**

2.

3. Breakthru Beverage Minnesota

4. OPPURTUNITES AND BUSINESS

Applicant/Licensee Information

Applicant/Licensee Full Name: **KM RASSEL ZAHID**

Country/City/Province/State of Birth:
DHAKA, BANGLADESH

Date of Birth:

Applicant/Licensee Address: **18087 66TH PL N**

Phone: **5623225069**

City: **MAPLE GROVE**

State: **MN**

Zip: **55311**

Fax:

Email: **BEVERAGEGROUP.ZAHID@GMAIL.COM**

Are you a MN resident? ☐ No ☒ Yes If not, where do you reside: From: to:

Have you ever been convicted of violating federal, state or local liquor laws or regulations? ☒ No ☐ Yes
If yes, please explain on separate piece of paper.

Property Owner Information (if different than applicant):

Property Owner **Mounds view Square associates, LLC**

Address **5320 West 23rd st, Suit 205**

Phone: **651-646-7901**

City: **St.louis Park**

State: **MN**

Zip: **55416**

Fax:

Email:

Intoxicating

- ☐ On Sale (sq. ft. of bar area _____/restaurant area _____)
☒ Off Sale
☐ On Sale Wine
☐ Sunday Sales
☐ Bottle Club
☐ Temp. Intoxicating Special Event
☐ Temp. Intoxicating Liquor Banquet

3.2 Beer/Malt Liquor

- ☐ On Sale
☐ Off Sale
☐ Temp. 3.2 Beer Special Event
☐ Temp. On Sale 3.2 Beer/
Malt Liquor
☐ Festival in the Park (Temp.)

Brewery

- ☐ On Sale
(taproom)
☐ Off Sale
☐ Sunday Growler
Sales

Microdistillery

- ☐ On Sale
☐ Off Sale

List four business references that are familiar with you and your business (not required for renewals):

Business Name	Address/City/State/Zip	Phone	Contact Name
1. Southern Wine & Spirits of MN	3350 4th Ave E, Shakopee, MN 55379	6128689393	TONY PACE
2. Johnson Brothers Distributing	1999 Shepard Rd, St Paul, MN 55116	6513244493	ANDREW
3. Breakthru Beverage Minnesota	701 Industrial Blvd NE, Minneapolis, MN 55413	6122470230	JOE
4. OPPURTUNITES AND BUSINESS	615 First Avenue N.E Suite 195 Minneapolis, MN 55413	6122703235	PEGGY

Please list the following information for other liquor licenses you hold or have held (not required for renewals):

		Date(s) of License:
1. OFF SALE LIQUOR LIC	CRYSTAL LIQUOR WAREHOUSE, CRYSTAL, MN	SINCE 2019 TO PRESENT
2.		

Mounds View Liquor License Application

Page 2

What is the maximum occupancy for the premises?

- ☒ You have or will apply for a Tobacco license for the premises to be licensed
- ☐ You have or will apply for an Amusement Device license for the premises to be licensed
- ☐ You have or will apply for a Restaurant license for the premises to be licensed
- ☒ Proof of insurance is attached
- ☒ This is a new or transfer license and the required floor plan is attached

Have you ever had a license revoked? ☒ No ☐ Yes If yes, please attach explanation.

I and my associates in this application will strictly comply with all the laws of the State of Minnesota governing taxation and the sale of alcohol; rules and regulations promulgated by the Alcohol and Gambling Enforcement Division the Department of Public Safety; and all ordinances of the municipality; and I hereby certify that I have read this application in its entirety and that the answers provided are true.

X Signature of Applicant:

Persa Behmil

Date: 10/31/2023

TENNESSEN WARNING

The data on this form will be used to approve your license. Some requested data is private. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public.

You are being asked to answer questions and provide information pursuant to the application process that is required by Minnesota State Statute and the City of Mounds View. The information you provide is government data in accordance with Chapter 13 of State law known as the "Minnesota Government Data Practices Act". You are not required by law or ordinance to answer questions or provide the information requested. A refusal to answer questions or provide information being requested will prevent the City of Mounds View from processing the application for which you are applying.

The information you provide may be classified as "public", "private" or "confidential" pursuant to the "Government Data Practices Act". Access to this information can be obtained by persons who are deemed eligible pursuant to the "act". This access can include the subject(s) of the license application, anyone they give their informed consent to consistent with Minnesota State law, or by court order.

I understand that a criminal conviction will not bar me from obtaining a license unless the conviction is directly related to the occupation for which the license is sought and there is no showing of sufficient rehabilitation and present fitness to perform the duties of the occupation (*Minnesota Statute 365.03*). I understand that falsification of the application, including failure to reveal a criminal conviction, constitutes grounds for denial of the license.

The information I have provided on this application is truthful. I authorize the City of Mounds View to investigate the information and contact persons/organizations named on this application. My signature constitutes agreement of the Tennesen Warning and application.

X *Persa Behmil*

Applicant's signature

Other forms to include:

- Tax Clearance
- Worker's Comp Law
- Criminal Background Release Form
- State Buyer's Card (Liquor Stores and Bars Off-sale Liquor Only – New Only, State Sends Renewals Directly)
- Applicable State (A&GE) Liquor License Application

Police Chief:

- ☒ Approved
- ☐ Denied

Other (New or Renewal)

- ☒ Back Ground Check
- ☐ Public Hearing Conducted (including mailing & publication)
- ☒ Fire Inspection Completed

CITY OF MOUNDS VIEW - TAX CLEARANCE

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses, the licensing authoring is required to provide to the Minnesota Commissioners of Revenue your Minnesota Business Tax Identification Number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply the information only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Agreement, the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing application.

Please supply the following information and return along with your application to the agency issuing the license. DO NOT RETURN TO THE DEPARTMENT OF REVENUE.

License Applied for/Renewed:	Rassel Wine & spirits, INC DBA MERWIN LIQUOR MOUNDS VIEW
Licensing Authority:	CITY OF MOUNDS VIEW
License Renewal Date:	01/01/2025
Personal Information	
Applicant Name:	KM RASSEL ZAHID
Applicant Address:	18087 66TH PL N
Applicant SS #:	[REDACTED]
Business Information	
Business Name:	RASSEL WINE & SPIRITS INC
Business Address:	2577 Mounds View Blvd
MN Tax ID #:	[REDACTED]
Federal Tax ID #:	[REDACTED]
If Minnesota Tax ID is not required, please explain:	

CERTIFICATION OF COMPLIANCE WITH THE - MINNESOTA WORKERS' COMPENSATION LAW

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the Workers' Compensation Insurance Coverage Requirement of Chapter 176. The information required includes: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agent and retained in their files.

This information is required by law and a license or permit to operate a business may not be issued or renewed if information is not provided and/or is falsely reported. Further, if this information is not provided or is falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company (Not Agent):	
Policy Number:	
Dates of Coverage:	

(OR)

I am not required to have workers' compensation liability coverage because:



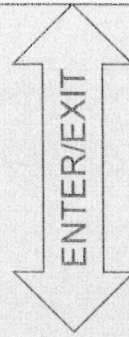
☐ I have no employees

☐ I am self-insured (include permit to self-insure)

☐ I have no employees who are covered by the workers' compensation law (these include: Spouses, Parents, Children and certain farm employees)

I certify that the information provided above is accurate and complete and a valid workers' compensation policy will be kept in effect at all times as required by law.

X Signature of Applicant:	
Company Name: RASSEL WINE & SPIRITS INC	Date: 10/31/2023



HIS/HERS
BATHROOMS

BEER COOLER

GONDOLA

GONDOLA

GONDOLA

GONDOLA

GONDOLA

REACH-IN COOLER

COUNTER



MANAGER'S
OFFICE

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT
445 Minnesota Street, Suite 222, St. Paul, MN 55101
OFFICE (651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555
DPS.MN.GOV

APPLICATION FOR OFF SALE INTOXICATING LIQUOR LICENSE
No license will be approved or released until the \$20 Retailer ID Card fee is received

PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY.
INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

Licensee's MN Sales and Use Tax ID # [REDACTED] To apply for a MN sales and use tax ID #, call (651) 296-6181
Licensee's Federal Tax ID # [REDACTED] Licensees must register with the Federal Tax and Trade Bureau (TTB),
for information call (513) 684-2979 or 1-800-937-8864

Applicant:

Licensee Name (Business, Partnership, Corporation)	Business Name (DBA)	Social Security #
RASSEL WINE & SPIRITS INC	MERWIN LIQUORS	[REDACTED]
Licensee Location (Physical Address)	License Period	DOB (Individual Applicant)
2577 Mounds View Blvd, MN 55112	From 01/ /2024 To 12/31/2024	[REDACTED]
City	County	State
Mounds View	RAMSEY	MN
E-mail Address	Business Phone Number	Zip Code
beveragegroup.zahid@gmail.com	(763) 432-1150	55112
	Applicant's Home Phone #	
	562-322-5069	

If a Corporation, LLC, or Partnership - state name, date of birth, Social Security # address, title, and Percent Owned by each officer.

Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
KM RASSEL ZAHID	[REDACTED]	[REDACTED]	PRESIDENT	100%	18087 66TH PL N, MAPLEGROVE, MN 55311
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code
Partner Officer (First, middle, last)	DOB	SS#	Title	Percent	Address, City, State, Zip Code

1. If a corporation, date of incorporation 12/20/2019, state incorporated in MINNESOTA If a subsidiary of any other corporation, so state _____
If incorporated under the laws of another state, is corporation authorized to do business in the state of Minnesota?
☐ Yes ☒ No
2. Describe premises to which license applies; such as (first floor, second floor, basement, etc.) or if entire building, so state. FIRST FLOOR
3. Is establishment located near any state university, state hospital, training school, reformatory or prison?
☐ Yes ☒ No. If yes, state approximate distance. _____
4. Name and address of building owner _____
Has owner of building any connection, directly or indirectly, with applicant? ☐ Yes ☒ No

5. Is/are applicant(s), a member of the governing body of the municipality in which this license is to be issued?
☐ Yes ☒ No If Yes, in what capacity? _____
6. Have applicants any interest whatsoever, directly or indirectly, in any other liquor establishment in the state of Minnesota? ☒ Yes ☐ No If yes, give name and address of establishment. CRYSTAL LIQUOR WAREHOUSE
6200 56TH AVE N, CRYSTAL 55429
7. Are the premises now occupied or to be occupied by the applicant entirely separate and exclusive from any other business establishment? ☒ Yes ☐ No
8. State whether applicant has or will be granted, an On Sale Liquor License in conjunction with this Off Sale Liquor License and for the same premises. ☐ Yes ☒ No ☐ Will be granted
9. State whether applicant has or will be granted a Sunday On Sale Liquor License in conjunction with the regular On Sale Liquor License. ☐ Yes ☒ No ☐ Will be granted
10. If this application is for a County Board Off Sale License, state the distance in miles to the nearest municipality.

11. If this license is being issued by a County Board, has a public hearing been held as per MN Statute 340A.405 sub2(d)?
12. If this license is being issued by a County Board, is it located in an organized township?
If so, attach township approval.

Violations

1. Has applicant(s) had a liquor license revoked in the last 5 years; ☐ Yes ☒ No If so, give dates and details.

2. Has applicant, partners, officers, or employees ever had any liquor law violations or felony convictions in Minnesota or elsewhere? ☐ Yes ☒ No
If yes, give dates, charges and final outcome _____

3. During the past license year, has a summons been issued under the Liquor Civil Liability Law (Dram Shop) M.S. 340A.802. ☐ Yes ☒ No If yes, attach a copy of the summons.

REPORT BY POLICE/SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates named herein have not been convicted within the past five years for any felonies or municipal ordinances relating to intoxicating liquor except as follows:

Approved. _____

Ben Zender

Police Chief

Police/~~XXXX~~ Department

Title

Signature

Nyle Zikmund

~~XXXXXXXXXX~~ Signature of City Administrator

Insurance (ATTACH CERTIFICATE OF INSURANCE TO THIS FORM)

Licensee must obtain one of the following PER Minnesota Statute 340A.409:

Check one:

- ☒ A. Liquor Liability Insurance (Dram Shop) - \$50,000 per person, \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support.

Please review Insurance Certificate before submitting:

Must be Certificate of Insurance (Declarations or Binders not accepted)

Licensee name on this application and the Insurance Certificate must match EXACTLY.

Must provide physical address of licensed location (No PO Boxes accepted)

Dates of coverage must cover the entire license period.

or

- ☐ B. A surety bond from a surety company with minimum coverage as specified in A.

or

- ☐ C. A certificate from the State Treasurer that the licensee has deposited with the state, trust funds having market value of \$100,000 or \$100,000 in cash or securities.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry. A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

Workers compensation insurance company: Name _____

Policy # _____ Number of employees: _____

I certify that I have read the above questions and that the answers are true and correct of my own knowledge.

Print name of applicant & title

KM PASSEZ ZHARD / PRESIDENT

Signature of Applicant

[Handwritten Signature]

Date

12/14/2003



DEPARTMENT OF PUBLIC SAFETY
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION

445 Minnesota Street Suite 222
St. Paul, MN 55101
Phone (651) 201-7507 TDD (651) 282-6555
Fax (651) 297-5259

CARD NUMBER

(Office Use Only)

APPLICATION FOR RETAILER'S (BUYER'S) CARD FOR LIQUOR AND WINE
PLEASE RETURN THIS APPLICATION WITH FEE \$20.00

ISSUING AUTHORITY City of Mounds View	TYPE CODE	BUYER'S CARD EXPIRES	IDENTIFICATION #
PRINT NAME OF LICENSEE (AS SHOWN ON LICENSE) RABELOWNE SPIRITS INC dba Merwin Liquors		BUSINESS NAME (DBA) MERWIN LIQUORS MOUND VIEW	
BUSINESS ADDRESS 2577 MOUNDS VIEW BLVD, MOUNDS MOUNDS VIEW, MN 55112		COUNTY RAMSEY	BUSINESS PHONE 5623225069
CITY STATE ZIP CODE		AUTHORIZED SIGNATURE	

PS 9135 (12/09)



INFORMED CONSENT/BACKGROUND CHECK

Mounds View Police Department

2401 Mounds View Boulevard | Mounds View MN 55112 | 763.717.4000 | Fax 763.717.4019

For PD use only: Date to Police Department 12-13-2023 Reviewed by [Signature]

X Approved Denied Comments NO CH

Your background check may include:

- | | | |
|---|--|---|
| <input type="checkbox"/> Criminal History | <input type="checkbox"/> Fingerprinting | <input type="checkbox"/> IRS Document Check |
| <input type="checkbox"/> Driver's License Check | <input type="checkbox"/> Photos | <input type="checkbox"/> Credit Check |
| <input type="checkbox"/> Outstanding warrants | <input type="checkbox"/> Civil & Criminal Record Check | <input type="checkbox"/> Interview |

ATTACH A COLOR COPY OF YOUR DRIVER'S LICENSE (FRONT AND BACK)

PLEASE PRINT LEGIBLY

License Being Applied For:

- | | |
|--|---------------------------------------|
| <u>X</u> Liquor License | <u> </u> Massage Therapy License |
| <u> </u> Peddler/Solicitor/Transient Merchant | <u>X</u> Cigarette-Tobacco License |
| <u> </u> Lawful Gambling Premises Permit | <u>X</u> Other: <u>LOTTERY LIC</u> |

Business/Organization Name RASSEL WINE & SPIRITS LLC Phone 5623225069

Business Address 2577 Mounds View Blvd City MOUNDS VIEW State MN Zip 55112

First/Middle/Last Name of Applicant: KM RASSEL ZAHID DOB: [REDACTED]

Maiden/Alias

Applicant Home Address 18087 66TH PL N, MAPLE GROVE MN 55311

Applicant's Personal Phone [REDACTED] Email BEVERAGEGROUP.ZAHID@GMAIL.COM

Driver's license, state identification or military ID [REDACTED] Sex M ☒ F ☐

I authorize the Mounds View Police Department, the Minnesota Bureau of Criminal Apprehension, and the Department of Public Safety to release criminal history data and traffic record data to the City of Mounds View. I understand the information provided in this form may be considered private or confidential data. I further understand that I may not be required by law to provide such information. The purpose of providing such information is to aid the City in its determination on said application. I acknowledge that providing, or failing to provide, such information may affect the City's determination on said application. I understand this information will be made available to the City of Mounds View, its City Council, agents and representatives, as well as the Minnesota Department of Revenue, the Internal Revenue Service, or any other person or entity authorized by law to receive said information. I release the City of Mounds View from any and all liability for its receipt and use of data received pursuant to this application.

NOTARIZATION REQUIRED

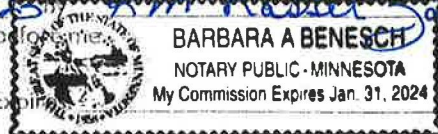
Applicant's Signature X [Signature] Date 12/13/2023

STATE OF MINNESOTA
COUNTY OF Ramsey

Subscribed and sworn before me this 13 day of December, 2023, by KM Rassel Zahid
who proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Notary Public [Signature]

My Commission Expires





2401 Mounds View Boulevard * Mounds View MN 55112-1499
(763) 717-4000 * Fax (763) 717-4019
Barb.benesch@moundsviewmn.org * www.moundsviewmn.org

Email Application

Business License Application Date: ~~01/08/2024~~ 12/13/2023
Business License COUNCIL Approval Date: 01/08/2024
☒ NEW APPLICATION
☐ RENEWAL APPLICATION

BUSINESS LICENSE APPLICATION

Mounds View License Address: 2577 Mounds View Blvd, Mounds View, MN 55112

Company Information

Corporation Name: RASSEL WINE & SPIRITS INC

Corporation Address: 18087 66TH PL N

Phone Number: 5623225069

City: MAPLE GROVE State: MN Zip: 55311

Fax Number:

Email address: BEVERAGEGROUP.ZAHID@GMAIL.COM

DBA (Doing Business As): MERWIN LIQUORS MOUND VIEW

Owners/Corporate Officers/Partners (name and title):

1. KM RASSEL ZAHID/PRESIDENT

2.

3.

4.

5.

Applicant Information (renewal forms will be sent to this address)

Applicant Name: KMRassel zahid

Applicant Address: 18087 66TH PL N, maple grove mn 55311

Phone Number: 5623225069

City: Maple grove State: MN Zip: 55311

Fax Number:

Email address Beveragegroup.zahid@gmail.com

*I hereby certify that the information provided in this application is true and correct and I understand that any misrepresentation made herein may be grounds for denial of this application for a business license.

*Applicant Signature:

TYPE OF LICENSE APPLYING FOR:

- ☐ Adult Establishment
- ☐ Automobile Sales
- ☐ Bowling Alley
- ☐ Number of Lanes _____
- ☒ Cigarette and Tobacco**
- ☐ Over the Counter Sales _____
- ☐ # of Vending Machines _____
- ☐ Circus/Carnivals/Rides
- ☐ Donation/Collection Bin
- ☐ Garbage/Recycling*

- ☐ Gasoline Station
- ☐ # of Pumps _____
- ☐ # of Gas Storage Tanks _____
- ☐ Recuperative Homes/Half Way House
- ☐ Pawn Shop
- ☐ Lawful Gambling**
- ☐ Restaurant*
- ☐ Occupancy Load _____
- ☐ # of Hour Open Per Day _____
- ☐ Class A _____ Class B _____

DIFFERENT FORM REQUIRED FOR:

Intoxicating Liquor**
3.2 Percent Malt Liquor**
Amusement Devices/Center
Peddler/Solicitor/Transient Merchant
Tattoo/Piercing/Painting
Therapeutic Massage
Christmas Tree Sales

*Require copy of Ramsey County license.
**State of MN Requirements must be met.

Have you ever had a license revoked? Yes/No If yes, please attach explanation.

OFFICE USE ONLY:

Receipt # _____
Fee \$ _____ (check/cash/cc _____)
Date of Payment _____

Police Chief: Approved/ Denied/ Withdrawn
Comments: XXXXXXXXXXXX

Notes:

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

FOR MUNICIPAL USE ONLY

Applicant's Minnesota Tax ID Number

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

License Authority

City of Mounds View

License Number

CT2024-009

Period Covered

01/09/2024 - 12/31/2024

Date of Issuance

01/09/2024

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

☒ Over Counter

☐ Through Vending Machine

☐ Both

Licensee's Legal Name

RASSEL WINE & SPIRITS INC

Federal Employer ID Number (FEIN)

84-4192470

Business Trade Name (doing business as)

MERWIN LIQUORS MOUNDS VIEW

Daytime Phone

(763) 432-1150

Complete Address of Business Location (permit location)

2577 Mounds View Blvd

County

ramsey

Other Phone Number

5623225069

City

Mounds View

State

MN

ZIP Code

55112

Fax Number

Mailing Address (if different than business address)

18087 66TH PL N

City

Maple grove

State

MN

ZIP Code

55311

Email Address

BEVERAGEGROUP.ZAHID@GMAIL.COM

Type of legal organization (check one):

☐ Sole proprietor

☒ Minnesota corporation: Enter date of incorporation **12/20/2019**

☐ Partnership

☐ Out-of-state corporation: State of incorporation

☐ Other (describe)

Are you registered to do business in Minnesota?

☒ Yes

☐ No

Corporate officers or partners (attach a list if necessary)

Name

km rassel zahid

Title

president

Address

18087 66th pl

City

Maple grove

State

mn

ZIP Code

55311

Name

Title

Address

City

State

ZIP Code

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to www.revenue.state.mn.us and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee Signature



Title

president

Print Name

km rassel zahid

Date

10/31/2023

Daytime Phone

5623225069

Licensing Agent's Signature

Title

Print Name

Barb Benesch

Date

Daytime Phone

763-717-4018

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail, email or fax to:

Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.

Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us

Public Hearing Notice

CITY OF MOUNDS VIEW
COUNTY OF RAMSEY
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the Mounds View City Council will hold a public hearing on Monday, January 8, 2024, at the Mounds View City Hall, 2401 Mounds View Boulevard, Mounds View, Minnesota, 55112 to consider a request from Rassel Zahid, for approval of an off-sale intoxicating liquor license. The subject property is located at 2577 Mounds View Blvd. (Mounds View Square), Merwin Liquors. The property is legally known as: SECTION 7, TOWNSHIP 30, RANGE 23, PARTLY LYING NELY OF C/L OF STH 10TH OF NE ¼ OF N ¼ (SUBJ TO RDS & HWY) IN SEC 7 TN 30 RN 23, PIN: 07-30-23-11080

Anyone wanting to speak about this matter may be heard at this meeting. If you are unable to attend the meeting but want to comment, contact City Administrator Nyle Zikmund. City staff will forward the comments to the City Council.

Information regarding the request is available for review at City Hall. If you have any questions about this meeting or if you want to make an appointment to review the application, please contact Nyle Zikmund, City Administrator, (763) 717-4000, nyle.zikmund@moundsviewmn.org, 2401 Mounds View Blvd., Mounds View, MN 55112

This notice was published in the St. Paul Pioneer Press on January 5, 2024.

City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Brian Beeman, Assistant City Administrator
Item Title/Subject: Consideration of Planning Commission Chair

Introduction:

The Mounds View Planning and Zoning Commission Bylaws require the Commission to elect a Vice Chair and also recommend a Chair to be confirmed by the City Council.

IV. OFFICERS

B. ELECTIONS; TERMS

1. *Chairperson: At the first meeting in January, the Commission shall conduct an election in order to make its recommendation for the chairperson, following the procedure in Section IV.B.3. The name of the person recommended for chairperson shall be forwarded to the City Council for action at its next meeting in January. Based upon the recommendation of the Planning Commission, the Mayor, with the approval of the City Council, shall appoint the chairperson of the Commission each year.*

2. *Vice-Chairperson: The Planning Commission shall elect a vice-chairperson each year at its first meeting in January, following the procedure in Section IV.B.3.*

3. *Election Procedure: For each office, the chairperson shall invite nominations from the Planning Commission members. After nominations have been received, the chairperson shall entertain a motion to close nominations. If such motion is made and passed, and more than one nomination has been made, the chairperson shall distribute ballots and announce the nominee receiving the most votes. In the event of a tie, the recording secretary shall announce the nominees tied in the voting and balloting shall be repeated until an election occurs. If only one nomination has been received, the chairperson may conduct the voting by voice vote. If a majority of the members present vote in the affirmative for the nominee, the nominee shall be elected.*

4. *Assumption of Duties: The Chairperson and Vice Chairperson shall assume office at the first meeting in February of each year.*

5. *Term of Office: The chairperson and vice chairperson shall serve one year terms, and may be re-elected to additional terms in accordance with this Section IV.B.*

Discussion:

At its January 3, 2024 meeting, the Planning Commission made a motion to recommend that Dennis Farmer be the Planning and Zoning Commission Chair for 2024.

According to the Planning Commission bylaws, the Mayor with the approval of the City Council, shall appoint the chairperson of the Commission each year.

Strategic Plan Strategy/Goal:

N/A

Recommendation:

1. Staff recommends the Mayor consider the Planning Commission's recommendation (Dennis Farmer) as the 2024 Planning and Zoning Commission Chair, with the approval of the City Council. This can be accomplished by motion.

Respectfully,



Brian Beeman, MPA, CMA
Assistant City Administrator

Attachment(s):

- 1) None

RESOLUTION NO. 9859

CITY OF MOUNDS VIEW, MINNESOTA

RESOLUTION ESTABLISHING AN ORGANIZED COLLECTION OPTIONS COMMITTEE IN THE CITY OF MOUNDS VIEW

WHEREAS, Minnesota Statute § 115A.94, et. seq. (hereinafter “Statute”) authorizes a City to organize trash collection and creates a required procedure a City must follow; and

WHEREAS, on March 6, 2023, the Mounds View City Council (hereinafter “Council”), directed City Staff to proceed with the research and planning process for establishing an organized collection system; and

WHEREAS, on April 26, 2023, the City notified the public and all currently licensed collectors of its intent to consider organized collection; and

WHEREAS, on May 31, 2023, the City held three public engagement sessions regarding organized collection to determine which services and other factors related to trash collection were important to residents; and

WHEREAS, the City also conducted a survey of residents regarding organized collection to determine which services and other factors related to trash collection were important to residents; and

WHEREAS, on June 26, 2023, the City invited all currently licensed collectors to a council work session for a “meet and confer”, pursuant to the Statute, regarding trash collection issues, including but not limited to road deterioration, public safety, pricing mechanisms, and contractual considerations unique to organized collection; and

WHEREAS, the Council discussed the citizen survey results and the feedback from the currently licensed collectors at work sessions held on July 5, 2023 and August 7, 2023; and

WHEREAS, on August 14, 2023, the Council held a public hearing and directed staff to begin the mandatory 60-day exclusive negotiation period with currently licensed collectors, and outlined the priorities to guide the negotiations; and

WHEREAS, on October 12, 2023, the City began negotiations and has met with the currently licensed collectors on 7 separate occasions; and

WHEREAS, prior to the initiation of negotiations, the City, by letter, notified the current collectors that the deadline for a best and final proposal from the haulers is approximately January 11, 2023; and

WHEREAS, if the City is unable to come to an agreement with the current collectors, it is the City’s intention to issue a Request for Proposals for organized collection; and

WHEREAS, Subdivision 4a of the Statute requires that, in the event an agreement is not reached with existing collectors, before implementing organized collection, the council must establish an organized collection options committee to identify, examine, and evaluate various methods of collection and appoint the members of the committee; and

WHEREAS, the Statute outlines the duties of the committee; and

WHEREAS, the Council wants to ensure that the process to organize collection continues to move toward a signed agreement.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mounds View authorizes City staff to continue to negotiate in good faith with the current collectors; and

BE IT FURTHER RESOLVED, the recitals set forth in the preamble to this Resolution are incorporated into this Resolution as if fully set forth herein; and

BE IT FURTHER RESOLVED, that the Council authorizes the formation of an organized collection options committee under the Statute and directs that committee to review the prior actions of the Council, feedback from residents, and research from staff as well as seek additional information and input from City staff, the current collectors, and City residents; and

BE IT FURTHER RESOLVED that the Council appoints _____ to be the organized collection options committee; and

BE IT FURTHER RESOLVED, that the Council requests a report from the organized collection options committee based on their research and findings containing recommendations to the City regarding whether to organize collection and if so under what conditions, no later than February 1, 2024 for consideration; and

BE IT FURTHER RESOLVED, that the Council directs City Staff to begin drafting a Request for Proposals, which will be further informed by and completed after the committee report, for Council consideration no later than February 22, 2024.

Adopted by the City Council of the City of Mounds View, Minnesota this 8th day of January, 2024.

ATTEST:

Zach Lindstrom, Mayor

Nyle Zikmund, City Administrator



ORGANIZED COLLECTION NEGOTIATIONS TIMELINE

JANUARY 1	2	3	4 Hauler Meeting	5
8 Council Creates Options Committee	9	10	11 Hauler Meeting	12
15	16	17 Options Committee 1 st Meeting	18 Hauler meeting	19
22 Council directs staff to create RFP	23	24 Options Committee 2 nd Meeting	25 Hauler meeting	26
29	30	31 OC 3 rd Meeting Hauler Proposal Due	FEBRUARY 1 Hauler meeting	2
5 Council workshop, review proposal	6	7	8	9
12 Council consider proposal, consider issuing RFP	13 Issue RFP?, response due 2/29, award 3/5 or 11	14	15	16
19	20	21	22	23
26	27	28	29 RFP Response Due	MARCH 1
4 Consider Responses	5	6	7	8
11 Award Contract				

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City of Mounds View Staff Report

To: Honorable Mayor and City Council
From: Don Peterson, Director of Public Works/Parks and Recreation
Item Title/Subject: Resolution 9860, Approving Change Order for installing Electric Output Filters on the VFDs part of the Main Water Treatment Plant Rehabilitation Project

Introduction:

The City Council approved Resolution 9419 authorizing Municipal Builders Incorporated (MBI) to perform the rehabilitation, as per the plans and specifications developed by AE2S on main water treatment plant (WTP#1). This work is part of the Water Treatment Plant Rehabilitation Project (City Project No. 2016-C06).

Background/Discussion:

Variable Frequency Drives (VFD's) electronically control the speed in which the well motor starts. In October of 2023 Well Motor #3 failed, the contractor removed the motor and performed an inspection for the failure. Unfortunately the motor manufacture was unable to determine the cause, and highly recommended that electric output filters be installed after the VFD and before the well motor for these filters are designed to catch any electrical surges that could harm the motor.

Staff requested a cost change order to be submitted for purchasing and installing the filters for the VFD's

Further Discussion:

MBI submitted a cost for change order #19 for installing electric output filters on the VFD's. The change order includes the purchase and installation of the electric output filters at a total cost of \$11,286.09. NOTE: This change order will also increase the final payment and closing out the project which should be no later than April 30, 2024.

Strategic Plan Strategy/Goal: Maintain and Plan for Infrastructure Improvements. Ensure Clean Water and Maintenance.

Financial Impact: No financial Impact to the 2024 Budget. The 2024 Water Fund budgeted estimate of \$275,000.00 for Water Treatment Plant and Engineering Design.

Recommendation:

Staff recommends Council approve the attached resolution accepting the proposal from Municipal Builders Inc. for change order #19 to install electric output filters on the VFDs, at a total cost of \$11,286.09 with the amount to be funded from the 2024 Water budget account 700-4823-7050 that includes a budget of \$275,000.00 for Water Treatment Plant and Engineering Design.

Respectfully submitted,



Don Peterson, Director of Public Works/Parks and Recreation

Attachments:

Change Order #19

RESOLUTION 9860

CITY OF MOUNDS VIEW COUNTY OF RAMSEY STATE OF MINNESOTA

APPROVING CHANGE ORDER FOR INSTALLING ELECTRIC FILTERS ON WITH ABB VFDS PART OF THE MAIN WATER TREATMENT PLANT REHABILITATION PROJECT

WHEREAS, the City Council approved Resolution 9419 authorizing Municipal Builders Inc. to perform the Water Treatment Rehabilitation Project at WTP 1; and

WHEREAS, as part of the project – Variable Frequency Drives (VFD's) were installed for they electronically control the speed in which the well motor starts; and

WHEREAS, in October of 2023, Well Motor #3 failed, the contractor removed the motor and inspected looking for a potential cause of the failure Well #3; and

WHEREAS, the motor manufacture was unable to determine the cause, and highly recommended that electric output filters be installed after the VFD's and before the well motor; and

WHEREAS, Staff recommends the City Council approve the attached resolution accepting the proposal from Municipal Builders Inc. for change order #19 for installing electric filters, at a cost of \$11,286.09; and

WHEREAS, this change order will also increase the final payment and closing out the project which should be no later than April 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mounds View, Ramsey County, Minnesota as follows:

1. Accept the proposal from Municipal Builders Inc. for change order #19 with a bid of \$11,286.38 for installing electric filters for the Water Treatment Plant 1 Rehabilitation Project.
2. Accepts the revised final payment and project close out to no later than April 30, 2024.
3. To be funded from the 2024 Water Fund budget account 700-4823-7050 with a budget of \$275,000.00 for Water Treatment Plant and Engineering Design.
4. The Director of Public Works/Parks and Recreation is authorized to make approvals related to contract modifications during construction of the Project on behalf of the City Council as per the Purchasing Policy.

5. The Mayor and City Administrator, Staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

Adopted this 8th day of January, 2024

Zach Lindstrom, Mayor

ATTEST:

Nyle Zikmund, City Administrator

(Seal)

Date of Issuance: December 14, 2023	Effective Date: December 14, 2023
Owner: City of Mounds View	Owner's Contract No.:
Contractor: Municipal Builders, Inc.	Contractor's Project No.: 508
Engineer: AE2S	Engineer's Project No.: P05367-2016-000
Project: Mounds View Water Treatment Plant No. 1 Rehabilitation	Contract Name: Contract No. 2 – Mounds View Water Treatment Plant No. 1 Rehabilitation

The Contract is modified as follows upon execution of this Change Order:

Description: Add filters to VFDs

Attachments: MBI documentation

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:	Original Contract Times:
\$ <u>1,827,000.00</u>	Substantial Completion: <u>March 31, 2022</u> Ready for Final Payment: <u>May 31, 2022</u> dates
Increase from previously approved Change Orders No. 1 to No. 18:	Increase from previously approved Change Orders No. 1 to No. 18:
\$ <u>234,182.29</u>	Substantial Completion: <u>296</u> Ready for Final Payment: <u>263</u> days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>2,061,182.29</u>	Substantial Completion: <u>January 20, 2023</u> Ready for Final Payment: <u>February 17, 2023</u> dates
Increase of this Change Order:	Increase of this Change Order:
\$ <u>11,286.09</u>	Substantial Completion: <u>0</u> Ready for Final Payment: <u>438</u> days
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>2,072,468.38</u>	Substantial Completion: <u>January 20, 2023</u> Ready for Final Payment: <u>April 30, 2024</u> dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: Therese D. Ziegler
Engineer (if required)

By: _____
Owner (Authorized Signature)

By: [Signature]
Contractor (Authorized)

Title: Project Engineer

Title: _____

Title: Project Manager

Date: 12/14/23

Date: _____

Date: 12/19/23

Approved by Funding Agency (if applicable)

By: NA

Date: _____

Title: _____



December 12, 2023

Mrs. Nancy Zeigler
AE2S
6901 E Fish Lake Rd.
Suite 3184
Maple Grove, MN 55369

Re: Mounds View WTP 1 Rehabilitation
CPR 18 Well 1 & 3 VFD Filters

Dear Mrs. Zeigler,

As requested I have put together pricing to add an output filter to the VFD on both well 1 and well 3.

<u>Subcontract:</u>	
Killmer Electric	\$10,748.66
Contractor Fee:	\$537.43
Total Cost:	\$11,286.09

Please review the pricing above and approve in the form of a change order.

Sincerely,

A handwritten signature in blue ink that reads "Nathan Neubauer".

Nathan Neubauer
Project Manager
Municipal Builders, Inc.

Industrial
Commercial
Underground



5141 Lakeland Avenue North
Crystal, Minnesota 55429
Telephone: (763) 425-2525
Fax: (763) 424-1258

December 13, 2023

Mr. Nate Neubauer
Municipal Builders Inc.

Re: Mounds View – Water Treatment Plant No 1

Dear Nate,

Killmer Electric Company proposes to the following change to our contract for the subject project:

Cost Change Proposal – Wells 1 and 3 VFD output Filters

Provide and install DV/DT output Filters between VFDs and Motors at well 1 and well No 3.

PR - Well VFD output DV/DT VFD Filters					
	QTY	Mat unit	Mat total	Labor unit	Total labor
Well no 1 150HP Filter	1	1944	\$1,944.00	8	8
Well No 3 125HP Filter	1	1718	\$1,718.00	8	8
3" Rigid	30	25.22	\$756.60	0.16	4.8
350MCM	110	7.35	\$808.50	0.025	2.75
#4 THHN	45	1.15	\$51.75	0.012	0.54
Freight on Filters	1	350	\$350.00		
Rework VFD cable/Feeder	2	75	\$150.00	2.5	5
		Totals	\$5,778.85		29.09
		Tax	\$484.27	106 / hour	\$3,083.54
			\$6,263.12		\$3,083.54
				Mark-Up	15%
					\$1,402.00
				Total	\$10,748.66

Total Cost Add: \$10,748.66

Please call with any questions or comments.

Regards,

Matthew Pettit
Project Manager

An Equal Opportunity Employer

